THIS IS WOODBRIDGE

REFERENCE ONLY

R
328.749
LEA

Picture Credits

Cover Design: Bob Cabansag

Aerial Photograph page 8: Hal Crystal

Photographs courtesy of:

The News Tribune
Pages 28, 40, 59

Woodbridge Chapter of the Red Cross
Page 41

Woodbridge Health Department
Page 34

Woodbridge Office on Aging
Page 37

George Mendelson
Pages 10, 12, 30, 39, 45, 49, 53, 54, 57, 61, 62

Board of Education
Pages 70, 82, 83, 85, 86, 89, 94

Special technical assistance:

Herb Rosen

Price:
$1.43
.07 sales tax
$1.50

FEB 0 2 2010

R 328.749 LEA
League of Women Voters of Woodbrid
This is Woodbridge /

THIS IS WOODBRIDGE

1973

REFERENCE ONLY

FREE PUBLIC LIBRARY
OF WOODBRIDGE
FORDS BRANCH
211 FORD AVENUE
FORDS, NJ 08863

Prepared and Published
by the League of Women Voters of
Woodbridge Township, New Jersey

WOODBRIDGE PUBLIC LIBRARY
3 9330 00993889 1

©Copyright 1973 by the League of Women Voters of Woodbridge Township, New Jersey. All rights reserved. No part of this publication may be reproduced in any form unless the source of the material is acknowledged.

PREFACE

The League of Women Voters strives to promote the active and informed participation of citizens in government. To further this purpose League provides factual nonpartisan information on specific governmental issues and matters relating to voting. To be a full participant in one's community, a citizen must be cognizant of the way in which his local government functions.

To accomplish this goal, the Woodbridge League of Women Voters takes pleasure in offering you "THIS IS WOODBRIDGE". It is designed to inform you of your local government, your schools, and your town. This publication is the result of intensive research, interviews, and dedication.

We wish to thank the members of the municipal government and the school administration for their cooperation and interest in our project. We also wish to thank our League members without whose support and help this publication would not have been possible.

It is our sincere hope that the citizens of Woodbridge will find "THIS IS WOODBRIDGE" a valuable and continuing source of information.

Ellen Rosen
President, Editor

Merry Mendelson
Assistant Editor

November, 1972

REFERENCE USE ONLY

TABLE OF CONTENTS

	Page
PREFACE	3
Introduction	7
History	9
An Overview of Woodbridge Government Organization Initiative, Referendum, Recall Structure Statutory Agencies	12
Office of the Municipal Clerk	19
Department of Law	20
Office of the Mayor	21
Department of Administration and Finance Division of Administration Division of Accounts and Control Division of Revenue Division of Treasury	22
Public Protection Department of Police Municipal Court Fire Companies	27
Health and Welfare Division of Health Division of Nursing Division of Welfare Other Woodbridge Services and Programs	32
Department of Public Works Division of Engineering Division of Streets and Sewers Division of Sanitation and Sewage Disposal Division of Property	43
Department of Planning and Development Division of Planning Division of Building Regulations Department of Industrial Affairs	46
Department of Recreation and Parks Facilities Programs Other Programs and Facilities	53

Free Public Library of Woodbridge 58

Community Services 61
Media
Transportation
Motor Vehicle Inspection
Postal Service
Utilities

Voting and Elections 65

The History of Our Schools 71

Board of Education 73
Secretary to the Board
Legal Counsel
Auditor

Administration and Staff of Our Schools 78
State and County Administration
Woodbridge Administration and Staff

Enrollment and Attendance 82

Educational Program 84
New and Experimental Programs
Curriculum

Services 90
Educational Services
Special Services
Other Services

Adult Programs 93
Continuing Education
Adult Learning Center
College Credit Courses
Golden Passes

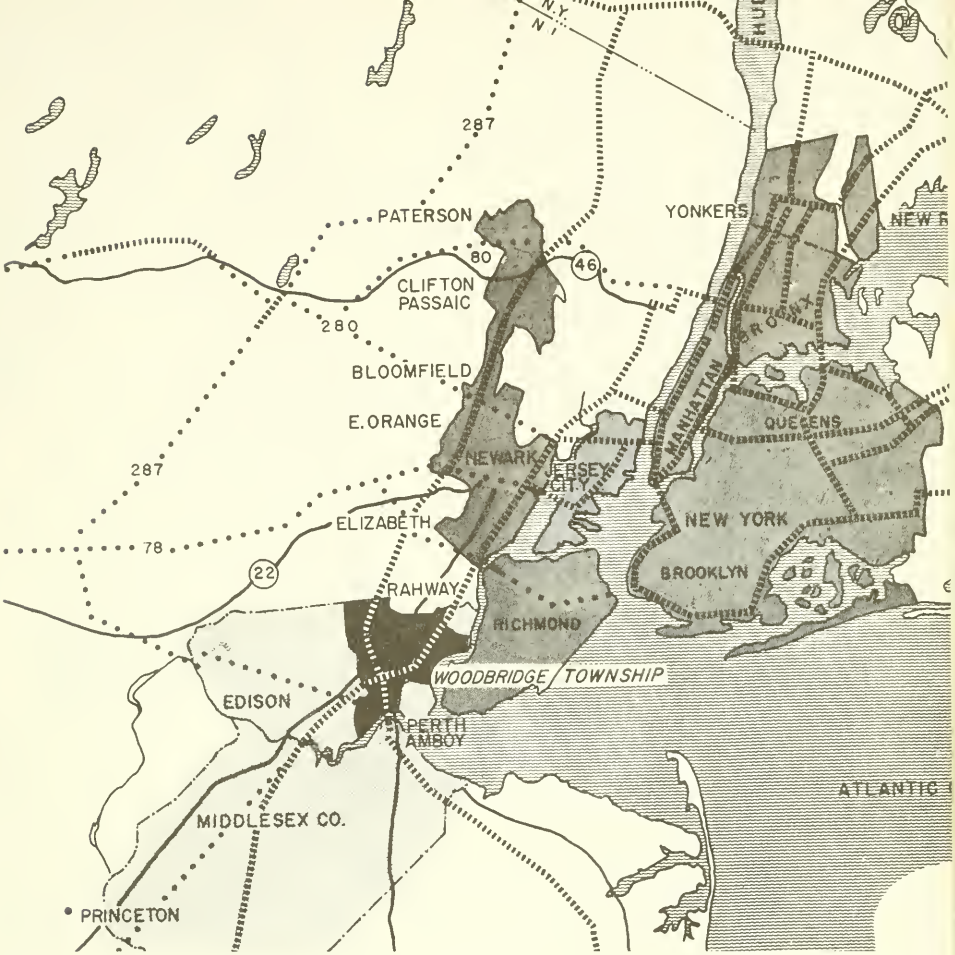
Running Our Schools 96
Operational Practices
Buildings and Equipment
Financing School Operations

School and Community 100

Appendices
Election Calendar 101
Public Schools 102
Parochial Schools 103
Places of Worship 104

Digitized by the Internet Archive
in 2010 with funding from
Lyrasis Members and Sloan Foundation

http://www.archive.org/details/thisiswoodbridge00leag



INTRODUCTION

Each day hundreds of thousands of visitors speed across New Jersey's narrow waist; their visits usually last exactly as long as it takes a train or automobile to run between New York and Philadelphia. Few tarry, but they think they have seen the whole of New Jersey in a factory-lined flatland, characterized by smokestacks, steel rails and express turnpikes and highways. The Township of Woodbridge, population approaching 100,000 is snuggled in such an area.

Highway history began in Woodbridge with construction of the first clover leaf in the United States.

HISTORY

THE BEGINNING

Woodbridge was founded in the autumn of 1665. It is the State of New Jersey's oldest original township. In 1669, a Royal Charter was granted, giving liberal rights of religious freedom, trial by jury, and free education to all who followed the Puritan faith.

At that time, the Township included the present communities of Woodbridge proper, Sewaren, Port Reading, Keasbey, Iselin, Hopelawn, Fords, Colonia and Avenel and also all of Metuchen, Menlo Park, Carteret and parts of Rahway, Oak Tree, South Plainfield, Edision and Bonhamton. Ownership changed hands several times within these early years, the price being recorded at 80 pounds sterling ($400 approximately) in 1666. It is believed the town derived its name from a town in Suffolk County, England, home of many of the original settlers.

It is interesting to note that as early as 1667, Woodbridge was destined to become a maze of connecting and inter-connecting highways. It is noted at this time that establishment of a highway had begun.

The first State newspaper was printed in Woodbridge in 1765. It was a single issue famous as a political manifesto against the Stamp Act. This paper was the earliest New Jersey attempt at a printed journal in the usual accepted form of a newspaper.

There are many early references in the 1600's and 1700's to providing education for the children of the Township, particularly those of the poor. It was not until 1846, however, that any real attempt was made for a free public school education for the young.

EARLY DAYS

When the "shot heard round the world" was fired at Lexington, Mass., feeling ran high in Woodbridge. Tories were shunned as if they had the plague, by the Patriots, although a good percentage of the residents remained loyal to the Crown. On a main highway,

Woodbridge was the center of activity during the Revolutionary War period. Soldiers were constantly marching through the village and General Washington was "known to have slept in Woodbridge." It was on the night of April 22, 1789, he stopped at the Cross Keys Tavern on the northeast corner of Main Street and Amboy Avenue, now the site of the Knights of Columbus Hall, on his way to be inaugurated as the first President of the United States.

There is no doubt that slavery existed in Woodbridge Township, for we read in the old records that "upon his conversion to the Society of Friends and in following the precepts of the Quakers, the famous Woodbridge surgeon, Dr. Moses Bloomfield, called his friends and neighbors together on the 4th of July and publicly gave manumission to his slaves." Slavery continued at a gradually declining scale from a high of 300 slaves recorded in the Township at the 1800 census, down to the last census reporting the existence of 7 slaves in 1840.

PROGRESS ON THE WAY

Clay mining as a vast enterprise, did not develop until after the Civil War. However, as early as 1670, a John French was producing bricks. It became the largest industry in Woodbridge. Products were shipped to all parts of the world until the industry declined approximately twenty-five years ago.

Progress came to Woodbridge in many ways in the late 1800's in the way of road equipment, macadamized roads, water mains, a fire company, gas street lighting and a trolley line. At about this time in the

history of Woodbridge, the Sewaren section of the Township was at the height of its glory as a shore resort. Built about 1878, the Sewaren Hotel was used by many wealthy residents of New York and surrounding areas as a vacation spot until 1913.

The telegraph came to Woodbridge in 1879 and there is mention of Woodbridge having a civic improvement club as early as 1888.

In 1893, the Sewaren Electric Street Railway Company began operation of the trolley which lasted until 1920, when bus service was established.

The first bonding issue for $18,000 for the purpose of improving the streets and roads was approved at a special meeting on March 9, 1897.

In 1912, a movement was started to divide the township into wards. There were many who protested this move but after a session in the Court of Errors and Appeals, the decision was made that Woodbridge Township be divided into wards. Finally a resolution was introduced, dividing the Municipality into three wards. Then, in 1958, in the surge of settlement subsequent to World War II, the citizens forced a more equitable division of the Township into five wards. The same number exist today. Each ward was divided into voting districts and 57 districts register the votes of our over 48,000 registered voters.

TODAY

Woodbridge today is governed by a strong Mayor-Council form of government, which went into effect in 1964 after a commission study under the Faulkner Act. It is the 7th largest municipality in the state and supports the 4th largest school district. Woodbridge sprawls over twenty-three square miles of Middlesex County, with nine sections — Woodbridge, Sewaren, Port Reading, Hopelawn, Keasbey, Avenel, Iselin, Fords, and Colonia.

AN OVERVIEW OF WOODBRIDGE GOVERNMENT

Founded in 1669 by a charter issued by King Charles of England, Woodbridge Township has grown from a small community to a township of 100,000 people. The original government structure survived until November 7, 1961, when voters elected a Commission of five persons to study the Township form of government. Their work was conducted under the Optional Municipal Charter Law, commonly known as the Faulkner Act. The Commission recommended that Woodbridge Township adopt a mayor-council-administrator plan which includes direct election of mayor as chief executive and policy leader, a system of checks and balances between mayor and the separately elected council and the appointment of a full-time qualified chief administrative officer to give overall supervision to the administration of township government. The public question resulting from the Commission's work appeared on the ballot at the General Election, November 6, 1962: "Shall Mayor-Council Plan F of the Optional Municipal Charter Law providing for a division of the municipality into five wards with nine councilmen, one to be elected from each ward and four to be elected at-

large, be adopted by Woodbridge Township?"

The question passed and the new charter became effective January 1, 1964.

The local government derives its powers from the State under Title 40 of the New Jersey Statutes. It is regulated by the State Constitution and the laws enacted by the legislature with no authority to go beyond these regulations. State enabling legislation is necessary to establish certain local services such as planning, zoning, traffic regulation and taxation. The State exerts control over the debt limit for Woodbridge and must also approve its annual budget.

ORGANIZATION

Mayor

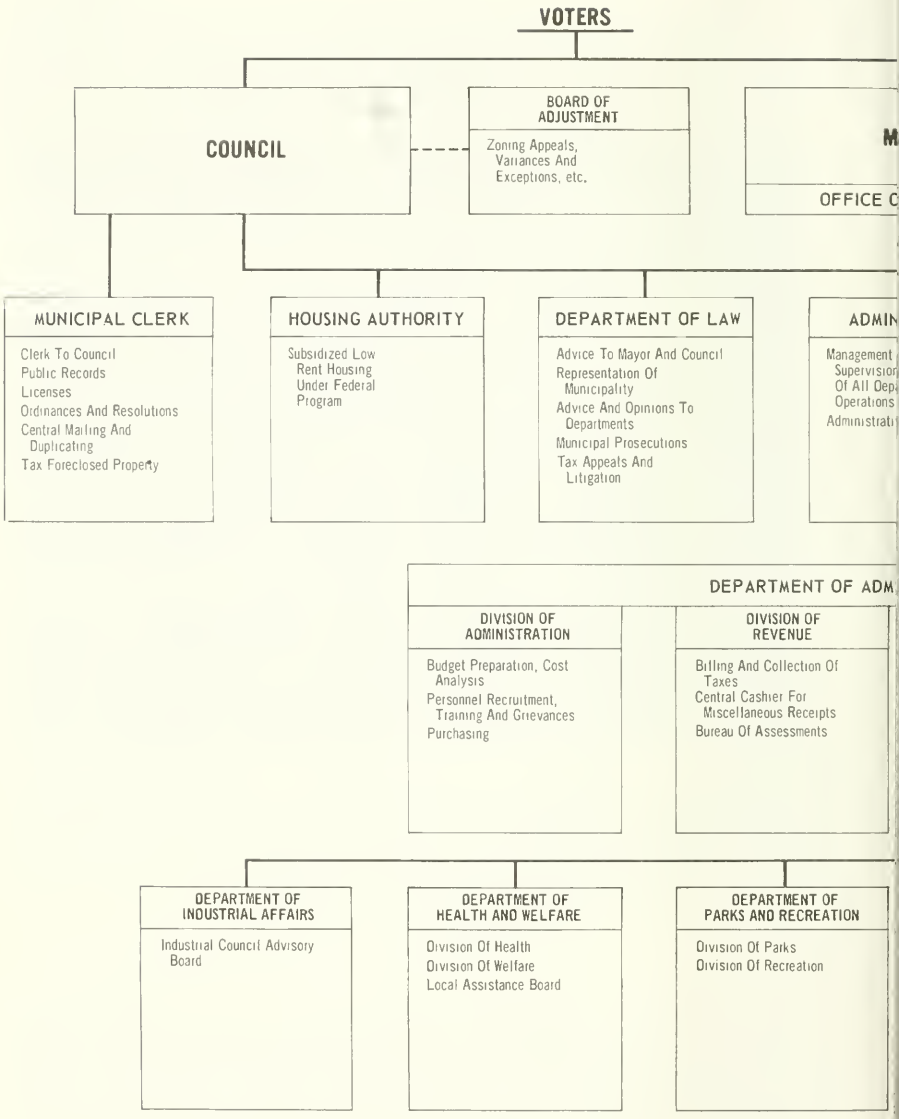
The Mayor elected by the people for a four year term, is the chief executive officer. He is responsible for implementation of all Council decisions, for preparation of an annual budget and the day to day operation of all municipal functions. He makes an annual report to the Council and the public on the work of the previous year. He may make recommendations for enactment of ordinances to the Council which they take under advisement.

The Mayor may attend meetings of the Council, but he has no vote (except on a tie vote in filling a Council vacancy). He may veto any ordinance adopted by the Council, which the Council may override by a two-thirds vote. The Mayor appoints all department heads, including the Business Administrator, with the advice and consent of the Council. All departments in the Township are required to make an annual report to the Mayor. The Mayor may remove any department head at his discretion after providing a dismissal notice and hearing. The department head may then appeal to the Council. A two-thirds vote of the Council may overrule any removal made by the Mayor.

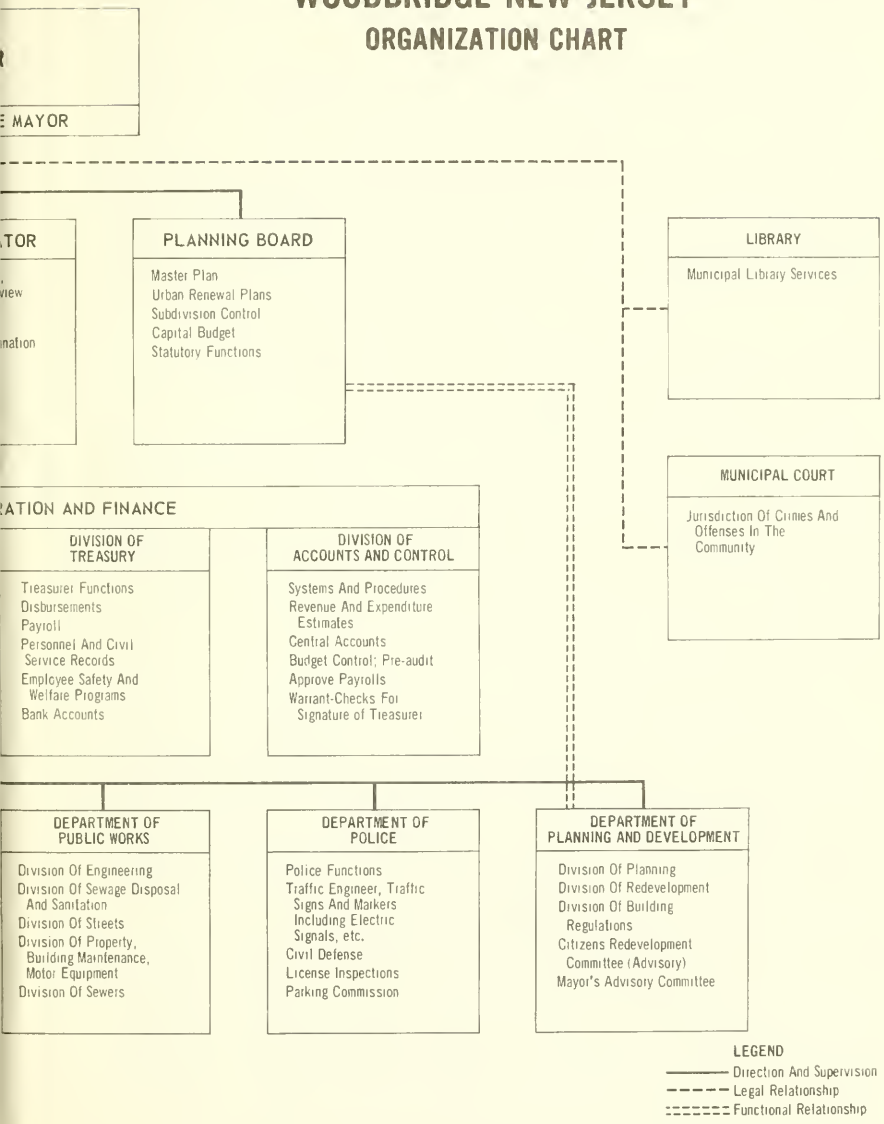
Council

The elected Council is the legislative body. It adopts ordinances, adopts the annual budget, decides general policy and holds investigative power over the administration. The Council may override a veto of the Mayor by a two-thirds vote. The Council determines and establishes functions of all departments, except those required by State law or statute.

The Council consists of nine members, one Councilman elected from each of five wards, and four elected at-large. They serve staggered four-year terms.


VOTERS
COUNCIL
BOARD OF ADJUSTMENT
Zoning Appeals, Variances And Exceptions, etc.
M
OFFICE C
MUNICIPAL CLERK
Clerk To Council
Public Records
Licenses
Ordinances And Resolutions
Central Mailing And Duplicating
Tax Foreclosed Property
HOUSING AUTHORITY
Subsidized Low Rent Housing Under Federal Program
DEPARTMENT OF LAW
Advice To Mayor And Council
Representation Of Municipality
Advice And Opinions To Departments
Municipal Prosecutions
Tax Appeals And Litigation
ADMIN
Management Supervision Of All Dep Operations
Administrati
DEPARTMENT OF ADM
DIVISION OF ADMINISTRATION
Budget Preparation, Cost Analysis
Personnel Recruitment, Training And Grievances
Purchasing
DIVISION OF REVENUE
Billing And Collection Of Taxes
Central Cashier For Miscellaneous Receipts
Bureau Of Assessments
DEPARTMENT OF INDUSTRIAL AFFAIRS
Industrial Council Advisory Board
DEPARTMENT OF HEALTH AND WELFARE
Division Of Health
Division Of Welfare
Local Assistance Board
DEPARTMENT OF PARKS AND RECREATION
Division Of Parks
Division Of Recreation

WOODBRIDGE NEW JERSEY
ORGANIZATION CHART



The functions of the Council include the appointment of the Township Clerk and members of the Board of Adjustment, approval of department head appointments made by the Mayor and other appointments as required by law.

The Council is empowered to remove any municipal officer, other than the Mayor or a member of Council, for cause, provided notice and an opportunity to be heard have been given.

The Council shall authorize an annual audit of the municipality's accounts and financial transactions as required by law.

Regular meetings of the Municipal Council are held the first and third Tuesdays of each month at 8:00 P.M. in the Council Chambers of the Municipal Building, except for the months of July and August when one meeting is held the first Tuesday of the month. Special meetings can be called by request of the Mayor or a majority of the members of the Council. This must be done at least 48 hours before the time of the meeting and the purpose of the meeting must be clearly stated. All meetings of the Council are open to the public, except those convened as a committee in order to prepare for a meeting.

A president and vice-president of the Council are elected by the Councilmen at the first meeting in January after each election.

The Municipal Clerk serves as the Clerk of the Council. He keeps a journal of the proceedings. Copies of the minutes of the meetings may be obtained from his office after they have been approved by the Council at their next meeting.

LEGISLATIVE POWERS

The Council conducts its business by taking official action at a public meeting — either by resolution or ordinance. A resolution is an act of the governing body which may be passed by a simple majority vote of those present at the meeting. An ordinance is a law, and must have two public readings and be advertised in an official newspaper before it can be adopted. At the second reading, a public hearing is held. After this, the Council may adopt the ordinance by a simple majority of the full Council (five votes). Transactions involving expenditures of funds such as a bonding ordinance require a two-thirds vote of the Council (six votes). The Mayor then has ten days to approve or veto an ordinance. If approved, it takes effect after twenty days. No ordinance other than the local budget ordinance shall take effect less than twenty days after passage by the Council and approval by the Mayor, except by emergency resolution by Council. A veto by the Mayor can be overridden by a two-thirds vote of the Council. Notice of the Mayor's veto is then placed on the ordinance. If the Mayor does not sign an

ordinance after ten days, it automatically becomes a law and takes effect twenty days thereafter, with notice that the Mayor did not sign it.

INITIATIVE, REFERENDUM AND RECALL

Initiative: The voters may propose an ordinance by presenting to the Council a petition signed by 15 percent of the registered voters. If within sixty days of the submission of a certified petition, the Council fails to act as requested, it shall be presented to the voters. The ordinance is then put on the ballot at the next election, or at a special election.

Referendum: Voters may oppose an ordinance by presenting to the Council a petition signed by 15 percent of the registered voters. The ordinance is then voted on at the next election or at a special election if the Council fails to repeal the ordinance. The Council may also vote to put a referendum on the ballot.

Recall: The voters have the right to petition for a referendum to remove any of the elected officials after they have served for one year. The petition must be signed by 25 percent of the registered voters. The petition must set forth a statement of the cause for which the removal is sought.

STRUCTURE

The Council establishes and determines the functions of all departments. A Department of Administration, headed by a Business Administrator, and certain of its functions, centralized purchasing, centralized personnel policies and budgeting, are required by statute. The Business Administrator is appointed by the Mayor with the advice and consent of Council. He must be chosen on the basis of his administrative qualifications and experience and knowledge of the duties of his office.

There may be at least eight other departments established by the Council. The Administrative Code, adopted January 23, 1964, established the following working departments:

Department of Administration and Finance
Office of the Municipal Clerk
Department of Law
Department of Planning and Development
Department of Public Works
Department of Police
Department of Health and Welfare
Department of Parks and Recreation
Department of Industrial Affairs (4-6-65)

Each is headed by a department director, appointed by the Mayor, with

the advice and consent of the Council, with the exception of the Municipal Clerk who is appointed by the Council. Each is responsible to the Mayor through the Business Administrator. Several of the departments are further divided into divisions. Division heads are hired by the Business Administrator or the director under whom they serve.

STATUTORY AGENCIES

A statutory agency is one which is required by law. Woodbridge Township ordinances established the following:

Library: Mayor appoints members of the Library Board from the community. Mayor and Superintendent of Schools are ex-officio members.

Zoning Board of Adjustment: Council appoints members.

Municipal Court: Magistrates are appointed by the Mayor with advice and consent of Council.

Planning Board: Members are appointed by the Mayor. One Councilman serves on the Board, as well as the Mayor.

Plumbing Board: Members are appointed by the Mayor.

Housing Authority: Members are appointed by Council, upon recommendation of the Mayor.

Alchoholic Beverage Control: The Municipal Council fulfills this function.

Local Board of Public Assistance: Members are appointed by the Mayor with advice and consent of Council.

New Jersey Regional Air Pollution Control Agency: One Councilman serves as the representative for Woodbridge.

Other advisory boards, agencies or commissions may be set up by the Council or Mayor for advice and recommendations. Citizen members are appointed by the Mayor. In Woodbridge, these advisory groups include:

Mayor's Advisory Committee
Human Rights Commission
Industrial Council
Drug Abuse Committee
Safety Council
Civil Defense Council

Their functions are set by Township ordinances or resolutions.

OFFICE OF THE MUNICIPAL CLERK

The Municipal clerk is appointed by the Council and is directly responsible to it. At the beginning of his fifth consecutive year the Municipal Clerk receives tenure. All matters pertaining to the Council pass through this office. The office staff is organized under a Deputy Clerk, appointed by a resolution by Council.

All legislation is routed through this office and official records are kept by the Clerk. Among the Clerk's duties are: affixing the official seal on the necessary documents; keeping records and custody of the surety bonds covering municipal employees; receiving mail for the Council; providing necessary clerical help for the Councilmen. The Clerk prepares the Council's agenda files, keeps the minutes and records of all Council proceedings; publishes ordinances in the official newspapers; and compiles and preserves all ordinances and resolutions.

The Clerk, under the supervision of the Business Administrator, administers all regulatory licenses as authorized by law, such as marriage, death certificates and certificates on subdivision approval.

All of the functions required of municipal clerks by the State's General Election Law (Title 19) are performed through this office. In this respect he is an agent of the county and is directly responsible to the County Board of Elections.

DEPARTMENT OF LAW

The Director of the Department of Law is appointed by the Mayor with the advice and consent of the Council for a term not to exceed that of the Mayor. He is assisted in his official duties by the Municipal Counselor, who is appointed by the law director for a term of four years.

This Department provides legal assistance to the Mayor, Council, and all municipal departments and boards, except where prohibited by law. The Director, or someone he designates, usually the Counselor, handles all prosecutions in the Municipal Court involving violations of Municipal and State statutes. He prosecutes and defends actions and proceedings by and against the municipality, which include violations of the Alcoholic Beverage Control Law for the Council and violations of zoning for the Zoning Board. Approximately 300 cases are handled each year.

This Department drafts all ordinances and resolutions, reviews and approves all contracts, deeds, documents entered into by the municipality and conducts all appeals involving Woodbridge as directed by the Mayor or Council.

The Law Director and Counselor attend all agenda and public meetings of the Council.

OFFICE OF THE MAYOR

BUREAU OF CONSUMER AFFAIRS

The Bureau of Consumer Affairs receives complaints brought against businesses located within Woodbridge. Help is given to rectify the complaint or the matter is referred to the proper agency. Files are maintained of all businesses which have been cited by consumer complaints. If an individual is contemplating doing business with a particular firm, the Bureau may be contacted and asked as to the standing of that particular business.

Information of a general nature is disseminated to the public through the press. Speakers are provided for organizations interested in consumer protection information.

YOUTH EMPLOYMENT SERVICE (Y.E.S.)

Y.E.S. is an employment program sponsored by the municipal government to arrange job placement for those between the age of 16-21. It is staffed by a Project Coordinator whose salary is included in the Mayor's budget. Commercial and industrial businesses throughout the Township, as well as private citizens, are solicited to provide summer employment.

NEIGHBORHOOD YOUTH CORPS (N.Y.C.)

N.Y.C. is a federally funded program by which those 16 and older, who come from financially distressed homes, may gain part-time employment during the school year and full-time employment during the summer months as a supplement to the family income, thus enabling these students to complete their education. Students are afforded part-time employment during the school year, and the program is expanded to include additional participants during the summer recess. The agency aids in job development and in obtaining working papers and social security registration for those who need this service.

DEPARTMENT OF ADMINISTRATION AND FINANCE

The Department of Administration and Finance is headed by the Business Administrator who has overall responsibility for purchasing, personnel policies and budget preparation.

DIVISION OF ADMINISTRATION

The Director of Administration is the Business Administrator. He is in charge of the municipal personnel program, including job descriptions, pay scale, recruitment and training. All municipal employees, except department heads, are covered under the New Jersey Civil Service Law. Central Purchasing which procures services and supplies for all Township departments is under his supervision. This procedure is clearly laid out in the Administrative Code. Keeping an overview of the municipal budget and the costs of municipal services, the Business Administrator also assists the Mayor in the preparation of the budget to be presented to the Council for its approval. In addition he has the day-to-day responsibility of seeing that the business of the municipality goes smoothly and efficiently.

DIVISION OF ACCOUNTS AND CONTROL

This Division coordinates and is responsible for all fiscal activities and monthly department statements. The head of this division is the Municipal Comptroller. Utilizing a full-time staff of five, he is responsible for administering the budget and approving the financial procedures established to keep proper records of municipal expenditures within the prescribed accounts. The Comptroller, with the approval of the Council, may transfer funds from one account to another at the time prescribed by law (November 1 - March 31). The Comptroller also assists the Business Administrator in preparing the municipal budget for the Mayor.

DIVISION OF REVENUE

This Division is divided into two bureaus: Assessments and Collections.

Bureau of Assessments

The head of this Bureau is known as the Chief Assessor. There is one Deputy Assessor and five assessors who work part-time for the Township. The Bureau has a full-time staff of five.

The principal duty of this office is to set valuations on all taxable properties within Woodbridge. Assessment records of each parcel of real property assessed or exempted are kept in this office. These cards are not public records. However, each homeowner has the right to look at the cards referring to his own property. In 1970, Woodbridge hired an independent firm to conduct a re-evaluation of all taxable property for the purpose of bringing the valuations more nearly in line with market values. State and county tax agencies conduct sales ratio studies each year for equalization purposes to provide equalized valuations to be used in the computation of school aid and the apportionment of county taxes. An appraisal for tax purposes for new construction is made by the assessor after completion.

Appraisal is based on many criteria, such as size of lot, number of rooms, building materials, etc. An owner may appeal an assessed valuation to the County Board of Taxation. This must be done before the 15th of August. If not satisfied, he may take his appeal to the State Division of Tax Appeals.

The duties of the assessor are regulated by State statute. Assessors are required to pass a written examination and in-service training courses are available under the supervision of Rutgers University. These courses provide a uniform approach for assessing throughout the State. Conferences and seminars are held to keep assessors abreast of the latest developments in appraisal practices.

This office is required to maintain a current tax map noting all changes in character of and ownership of real assessed property in Woodbridge. Sometime in January, the Tax Assessor must announce that the tax lists are open for public inspection in order to give the taxpayer an opportunity to check his assessment for possible error.

Bureau of Collections

The head of this Bureau is the municipal Tax Collector. Most municipal revenues pass through this office. The Tax Collector mails property tax notices and is responsible for the collection of all taxes due and fines for failure to pay within a reasonable period of time. He makes all official tax searches for Woodbridge as authorized by law.

DIVISION OF TREASURY

The Treasurer, as head of this department, has custody of all municipal funds. Funds are deposited in local banks as designated by resolution of the Council. Idle funds are invested in accordance with legal limitations. The procedures for the issuance of municipal bonds are supervised by the Treasurer.

The Treasurer serves as "certifying agent" for the New Jersey Public Employees Retirement System with respect to municipal employees and administers all matters relating to the certification of municipal payrolls by the State Department of Civil Service and other matters relating to employee benefits.

THE BUDGET

The municipal fiscal year runs from January 1 to December 31, as set by State statute.

The budget is prepared under the direction of the Mayor. During the month of November all department heads submit requests for appropriations for the new budget year by appearing before the Mayor or Business Administrator at public hearings. The Mayor, with the assistance of the Business Administrator, then prepares the budget. On or before the fifteenth of January, the Mayor presents the budget document to the Council. It is reviewed by the Council with the assistance of the Business Administrator or Mayor. Early in February, the budget is introduced at a Council meeting. Not less than 28 days later, there must be a public hearing in the Municipal Building, after which the budget is voted upon by the Council. When approved by Council, the budget is binding on the administration.

In December, the Business Administrator and Comptroller prepare a temporary budget to cover expenses for the first three months of the coming year. The temporary budget is approved by the Council by resolution on January 1 and is absorbed in the regular annual budget when the latter is approved.

County Taxes

All municipalities within the County pay a portion of the County taxes. The tax is based on the total equalized valuation of every municipality in the County. The rate is the same for all and is calculated by the County every April.

RESERVE FUND

It is required by State statute that the budget provide for a reserve

fund for estimated uncollected taxes. Unused appropriations and unanticipated revenues are transferred to surplus cash at the end of each fiscal year. There is no limit to the amount which may be transferred to surplus. Municipalities operate on a cash-basis budget which means the income and outgo must be balanced without using reserve funds.

REVENUES AND EXPENDITURES

The total income on revenue collected for the year 1971 was approximately 34 million dollars. In 1949 it was $3.2 millions.

Property taxes are the main source of income, amounting to about 72.6 percent of the revenue or $24,800,000.00. Approximately 6 percent or $2,063,000.00 is monies received from the State or Federal government. This does not include state aid to the Board of Education, which is given directly to them. The remaining 21.4 percent is miscellaneous revenue; including grants-in-aid, franchise tax, gross receipts, replacement tax and sales tax revenue.

The total cost of operating the local government in 1972 was in excess of 15 millions (excluding schools).

The total taxable value of all property within Woodbridge's jurisdiction, was fixed at $402 million in 1971. By State law, only real property may be taxed by the municipality. Exemptions from taxation in Woodbridge include schools, parks, churches, New Jersey Turnpike, Garden State Parkway, public owned lands, foreclosed properties, graveyards and cemeteries and fraternal owned property. By State law, if a property owner is over sixty-five and has an annual income of $5,000, or less, he may receive a tax reduction of $160, if he resides on his property. An honorably discharged veteran or his widow receives a $50 deduction on his yearly tax bill.

DEBTS

The amount of money that Woodbridge may borrow for municipal capital improvements is limited by State law to 3½ percent of the average equalized valuation of real property for the past three years and for school purposes at 4 percent. This amount of indebtedness may be exceeded only with the approval of the State Division of Local Finance.

The municipal government is permitted to issue serial bonds to raise money for capital improvements. The borrowing power is not used for meeting current expenses. The State supervises borrowing indirectly by checking the budget report against the debt statements to insure that enough funds to cover debt payments are included in the annual budget.

ACCOUNTING, AUDITING, REPORTING

Woodbridge finances are audited regularly by an independent auditor appointed by the Council annually. A financial report, using a standard form, is filed each year on which all expenditures are included.

The financial affairs of local governments are under the general supervision of the Division of Local Finance in the New Jersey Department of Community Affairs. This agency regulates budget preparation, accounting systems, debt issuance and auditing procedures, with the aim of assuring that local units remain on a sound financial basis.

PURCHASING

All purchases of any work, supplies, materials, equipment or contractural services for the municipality's account shall be made by the Division of Administration. Purchases are by written request of the department head. The Comptroller certifies the purchase order if sufficient monies are available. The Division of Administration controls the delivery of all supplies, materials, equipment and other items purchased. It is that department's responsibility to make sure that the supplies comply with the specifications required. Payment is not authorized by the Comptroller until receipt has been verified.

Public advertisement for bids is necessary for all contracts in excess of $2,500. The Council awards the contract by resolution and the Mayor executes and signs all purchase contracts.

COMPUTER DIVISION

This Division is located in the Woodbridge Senior High School. Headed by a director appointed jointly by the Mayor and the Superintendent of Schools, he is responsible for preparing payrolls for Municipal and Board of Education employees, preparing grades for all of the senior high schools, keeping records of pensions of all public employees, issuance of licenses, traffic violations, property tax rolls and tax bills.

The computer is also used for instruction of students in the high school.

PUBLIC PROTECTION

DEPARTMENT OF POLICE

The Police Department is headed by a director appointed by the Mayor with the advice and consent of the Council. He administers the department and coordinates its activities.

The Chief of Police, appointed by the Director, is responsible to him. He is the first in command of the personnel in the department, is available for duty at all times and performs such duties as may be assigned to him by the Director. He is assisted in his duties by the Deputy-Chief, a position created in 1972.

The Police Department is organized into three divisions: patrol, criminal investigation (detective, juvenile and identification departments) and operations and planning (records, gun permits, transportation maintenance). The Captains of each division are recruited from the ranks, determined by examination, merit and ability to lead.

The well-equipped Police Department is located in the Police Building on Berry Street, Woodbridge. Its facilities include an around-the-clock communication center that handles public complaints as well as some fire and all ambulance calls. Incoming calls are tape-recorded in order to facilitate handling. There are 26 police vehicles, equipped with two-way radios, first-aid and emergency equipment. The Department has a complete photo-lab which processes all necessary police photographs.

Police personnel total 147, including 3 captains, 8 lieutenants, 13 sergeants, 123 patrolmen. In addition there are 6 police cadets. There are approximately 22 civilian employees, 76-82 school crossing guards and 52 volunteer reserve police.

Police officers are recruited through public advertisement. An applicant must be a citizen, a high school graduate (or equivalent), in good physical condition and of good moral character. Preference is given to qualified Woodbridge residents who pass the necessary Civil Service examination. Promotions are made from a list of applicants who

The Police Communications Center operates on a twenty-four hour basis to coordinate all aspects of public protection.

pass State Civil Service tests. After four years of service, an officer is eligible to take the test for sergeant. Tests are given upon request of the Township by the Civil Service Commission.

The retirement plan is based on the New Jersey State Employees Pension Fund which includes the Police and Firemen's Pension System.

The Department utilizes services from the county, state and federal governments. Middlesex County has a school for police training, and all newly appointed Patrolmen receive an intensive course of training, sponsored by the State Police at Sea Girt, New Jersey.

There are no correctional institutions in Woodbridge operated by the municipality, although the State's Rahway Prison is located in the northern end of the Township. There is one cell block area at the Police Headquarters to hold offenders before arraignment. There are six cells for men and three for women. Youthful offenders are sent to Middlesex County Juvenile Detention Center in North Brunswick.

Civil Defense

The Civilian Defense-Disaster Control Council is a subdivision of the Police Department. The Police Director serves as Deputy Director and a civilian is appointed by the Mayor as Director. The Police Director is responsible for training and utilization. He insures liaison with police facilities and personnel. The Council prepares plans to be put into

effect in case of disaster from either military or natural causes. It works in close liaison with County, State and National Units and all branches of the military services.

CD-DC offices are located in the basement of the Police Building.

Safety Council

The Safety Council operates under the Police Department. Members of the Safety Council are appointed for a 1 year term by the Mayor.

They meet regularly and have the power to inspect and make recommendations to the Mayor to alleviate dangerous safety conditions within the Township.

MUNICIPAL COURT

The Municipal Court is the only court in Woodbridge. It is located in the Police Building on Berry Street, Woodbridge. The court is in session daily and on Monday and Thursday evenings at 7 P.M. to handle traffic violations. Woodbridge has the second largest court caseload of any municipality in the state — between 22,000 and 25,000 cases per year. This is due primarily to traffic violations resulting from converging major highways in the Township. Tickets issued by the State Police account for three-fourths of the court's traffic cases.

The Municipal Court has jurisdiction over misdemeanors such as traffic violations, violations of municipal ordinances, disorderly conduct, illegitimacy cases and desertions if the families become public charges. Cases of a more serious nature are remanded to the appropriate high court. Juvenile court cases are handled at the county level.

The Court is presided over by a Magistrate. He is appointed by the Mayor with the advice and consent of the Council for a three-year term. He must be a qualified attorney and a resident of Woodbridge. Because of the large caseload in the Township, a recent act of the Legislature approved the appointment of a second judge for Woodbridge. He holds court three times a week, hearing traffic violations.

A full-time violations clerk is employed to collect fines and to maintain Court records. Police officers are assigned to assist the court if needed.

FIRE DEPARTMENTS

Woodbridge is divided into nine fire districts. Fire protection is primarily based on a volunteer fire company and all but *two* districts have the Plectron Home Alert System, whereby each volunteer member has a receiver installed in his home. When a fire is reported, it is called into the police station and the police, in turn, signal volunteer firemen in the appropriate district.

Each fire station has a policy of assigning its personnel to inspect homes for possible fire hazards. The fire stations themselves are inspected annually by an insurance underwriter.

The fire companies are directly subsidized by district taxation to the legal allowable limit. Private donations solicited by firemen in their service district account for and provide the remaining portion of capital necessary to adequately operate and maintain each fire company. The major expenses of the fire companies are the purchasing of new equipment and water.

To qualify as a member of a Volunteer Fire Company, a man must be at least 18 years of age, and a resident of the particular fire district. Residency ranges from six months to one year depending on the fire district.

Training is provided at the individual fire houses and additional courses are available at Jamesburg-Middlesex Fire School, Sea Girt, for advanced training, and at the Fire College at Manasquan.

District	Firemen	To Report a Fire	Other Business
1 Woodbridge Sewaren School Street	13 Full Time plus volunteers	634-0046	634-0215
2 Port Reading West Avenue	1 full time (dispatcher) plus volunteers	634-7700	636-0894
4 Keasbey Smith Street	all volunteers	738-1100	826-0218
5 Avenel — Colonia Avenel Street	all volunteers	"operator"	634-2358
7 Fords King Georges Road	4 full time (drivers) plus volunteers	738-1100	738-1100
8 Hopelawn May Street	all volunteers	738-1100	442-0171
9 East Iselin Green Street	all volunteers	283-1600	634-7700
11 West Iselin Ruth Street	all volunteers	283-1600	634-7700
12 Colonia Inman Avenue	all volunteers	"operator"	634-7700

Each district has its own Fire Chief, Board of Fire Commissioners and budget. Each district's Board consists of five commissioners nominated from within the district and elected by the registered voters of that district for a three-year term (two in one year, one the next and two the following year) to serve on the Board. This Board has jurisdiction over firematics in its district, proposes its budget and determines its policies. District elections to choose the Commissioners and to vote on the budget are held on the third Saturday of February each year. Special questions and bond issues may also appear on the ballot.

HEALTH AND WELFARE

DEPARTMENT OF HEALTH AND WELFARE

The Department of Health and Welfare is located within the Public Health Center at 800 St. Georges Avenue, adjacent to the Woodbridge Senior High School. There are approximately 109 on-going health programs, including various clinics, environmental health programs, dog licensing, restaurant sanitation and home health nursing.

Division of Health

The Division of Health supervises all activities affecting the health of the community. This is accomplished through a system of permits and licenses, and inspections. The Division is also responsible for enforcing and administering local health ordinances and acts as the Board of Health. A medical doctor, who is also a State-licensed Health Officer, directs the Division. There are approximately 28 full-time staff members and 35 part-time consulting physicians, dentists and technicians.

Bureau of Environmental Health

Established under guidelines set by the State Department of Health, this Bureau is concerned with health, education, welfare and elimination of elements in the environment which are detrimental to the well being of the population. This service involves action on complaints of air and water pollution, insect and pest control, water sanitation, solid waste and sewage disposal, milk and meat sanitation, and rabies control. A free rabies clinic is held each year, at which the 10,000 dogs, a number of cats and other animals are given free innoculations. The Bureau also acts in an advisory capacity to local industry in solving both health and pollution problems which may be encountered.

The Bureau is staffed by five State-licensed inspectors who keep a constant check on sanitary conditions in Woodbridge.

Restaurants and all retail food establishments are inspected two or three times per year by the Bureau as well as being periodically checked by State inspectors. All vending machines which dispense food are licensed by the Bureau. Local inspectors inspect commercial pools in

Woodbridge weekly.

Milk and meat inspection may be done by both the State and local health department. Woodbridge has a clear packaging ordinance for all retail sale of meat.

Barber shops are licensed by the local agency, however, beauty shops are controlled by the State.

Woodbridge is served by the Middlesex Water Company and the Perth Amboy Water Company. They conduct daily and hourly tests and treat the water accordingly. Periodic potability samples are also taken by the Health Department and sent to its lab for analysis.

Dogs must be licensed, at a charge of $3.50 per year and are not permitted to roam at large.

Mosquito Control is one of the Bureau's major activities. The destruction of larva in breeding areas and the elimination of as many mosquito breeding areas as possible are its prime responsibilities. Fogging is done only in extreme emergencies.

The objective of the Rodent Control Program is the elimination of rodents from Township-owned property. Private property owners may call the Environmental Health Bureau for advice but must exterminate at their own expense.

Division of Nursing

This Division, with a staff of seven Public Health Nurses, (one designated as Director and one as Supervisor) administers the Home Health Agency as well as provides nursing services for the clinics and parochial schools in Woodbridge.

The Home Health Agency Program provides part-time health services including home nursing, physical therapy and home health aide services. These are arranged through contract with the Visiting Homemaker Service of Middlesex County, Inc. by calling 249-4066. Nursing services are planned for and provided on a family centered basis for individuals in the home, at school and in the Health Center clinics.

In addition to chronic illness, the Nursing Services in the home include: a) prenatal and postnatal supervision; b) referral of physically or mentally handicapped children to the proper agency or private physician to assure their best possible care; c) follow-up on individuals who showed signs of illness at any of the screening clinics; d) investigation of reported or suspected cases of communicable diseases.

By contacting the Health Center for an appointment, residents may receive the following services free of charge: a) dental examination to those eligible after screening; b) diabetes detection — "Dextro-stix" test is taken; c) Cancer screening — breast and pelvic examinations and "Pap" smear.

Immunization Clinics for influenza are held for Senior Citizens and Township employees.

The Division of Nursing provides health services for the five parochial schools within Woodbridge. These services include emergency care, health counseling to students, parents and teachers; screening for possible defects; assisting with medical and dental examinations and follow-up on defects or signs of illnesses.

The Health Center provides nursing services for the entire family.

Health Education

Provisions are made for in-service education of Department personnel to keep them abreast of advances in their field.

Health education in the community is limited to periodic announcements regarding health hazards and distributing literature to the public. Personnel are available as speakers for organizations or groups on public health matters.

Public Health Facilities and Programs

PREVENTIVE MEDICINE

The Division of Nursing is responsible for the administration of preventive medicine programs for the community. The following programs are held at the Health Center.

Pre-School Immunization Clinics are held the first Thursday of every month from 9:00 A.M.—10:00 A.M. The following immunizations are given: diptheria, tetanus, pertussis (D.P.T.), tri-valent polio, rubeola (regular measles) and rubella (german measles).

Child Health Conferences or Well-Baby Clinics are held the second Tuesday and the second and fourth Wednesday of each month. All children are given a complete physical examination and necessary immunizations by the physician in attendance. The nurses assist in performing screening procedures such as tuberculin and PKU testing. The PKU test, performed within ten days to six weeks after birth, is used to determine potential mental retardation. Mothers are interviewed at the clinics by the nurses to obtain a health history and other pertinent information.

Division of Welfare

In New Jersey there is only one form of local welfare assistance administered by a municipality — general assistance. All other assistance, called categorical assistance or assistance to those in certain categories, such as Aid to Dependent Children, Disability Assistance, Aid to the Blind, Old Age Assistance, Medical Assistance for the Aged, receive federal, state or county funds and are administered by the Middlesex County Welfare Board.

General assistance provides for food, clothing, shelter and essential supplies, in one flat grant. The assistance is usually for a short period of time in emergencies and generally for less than a year, the majority for less than six months. Assistance continues until the recipient becomes self-supporting or qualifies for referral to another welfare agency or categorical program. Recipients of local assistance must be residents of Woodbridge at the time of application. Basically, Woodbridge handles only cases for single individuals, (including unwed, pregnant women without children) and couples without children. Middlesex County handles all cases involving children.

LOCAL ASSISTANCE BOARD

In order for Woodbridge to qualify for funds for welfare expenditures there must be a Local Assistance Board. It supervises the ac-

tivities of the Division of Welfare and the General Assistance Program. It is responsible to the State Bureau of Assistance. The Board consists of five members; one may be a councilman and one must be a woman. Board members serve without pay and are appointed by the Mayor with the approval of the Council.

Woodbridge participates in the State Welfare Assistance Program. This means that it is partially reimbursed, 75 percent from the State for welfare expenditures.

Director

The Board which acts as head of the Division of Welfare, appoints one full-time paid Director who administers the programs. He meets with the Board to discuss questions and to review problem cases. The Director must have the approval of the State Bureau of Assistance.

The Director is charged by law with the responsibility of determining whether an applicant is eligible for relief. This is determined by home visits and an investigation of the assets of responsible relatives. He then decides upon the amount of assistance within the standards and limitations established by the State Bureau of Assistance. He also brings about appropriate action for commitment of needy persons to any state or county institution when it is in the best interest of the client. Full case records are kept by the Director and some counseling is done to help clients become self supporting. The Director may have one or more assistants, called welfare investigators.

The local Director maintains contact with the Juvenile Court, probation officers, school attendance officers and public health officials. There is cooperation with county and state agencies.

OTHER SERVICES AND PROGRAMS

Office on Aging

The Office on Aging, located in the Health Center, provides the more than 5,000 senior citizens of Woodbridge with information concerning Social Security, Medicare and Medicaid. Assistance is provided in filing the necessary forms and keeping them aware of new programs.

An employment-employee file is kept up to date for those who are interested in accepting part-time or full-time employment.

The Director oversees the operation of the six senior citizen clubs in Woodbridge. He coordinates activities and takes care of all related administrative duties.

A newsletter is printed that deals with the activities of the various

Activities are sponsored year-round for senior citizens.

clubs and other information of interest to the senior citizens.

Willing Older Workers

This volunteer organization is primarily concerned with aiding Senior Citizens in the fields of employment, both full and part-time and improvement of community life.

Central Jersey Regional Air Pollution Agency

The Central Jersey Regional Air Pollution Agency located on Amboy Avenue, Woodbridge, was established as the local watchdog of air pollution. It serves Rahway, Woodbridge, Perth Amboy, South Amboy and Sayreville. Federal funds provide 75 percent of the monies for its operation and the remaining 25 percent is provided by the participating municipalities. The six full-time inspectors cruise the areas and spot check incinerators and heating systems.

At the present time there are six inspectors, three are certified smoke observers. Complaints can be called in on a twenty-four hour basis to telephone number 634-0290.

The State Department of Health has pollution standards for air and water. The enactment of local ordinances by the participating governing bodies gives the Agency the authority to inspect, with the right of entry and prosecution when necessary. Action can be taken by the Department of Health or the Municipal Council. Citizen action plays an important role in the effectiveness of the Agency, as such complaints are the basis for its strength in court. Education of the public and private meetings with industrial management are also an important part of the Agency's work.

Drug Program

A Drug Abuse Agency was established in January, 1971. It is funded by Woodbridge with a grant from the State Law Enforcement Planning Agency on a $1 to $3 basis; $25,000 by Woodbridge and $75,000 by SLEPA. The office is located in the Health Center.

The Agency is headed by a Project Director. A citizens committee consisting of 30-35 members of the community, appointed by the Mayor, advise the Director on matters of policy.

The full-time staff consists of a secretary and two counselors. A psychologist is available 10 hours per week and conducts individual counseling sessions by appointment on Tuesday, Wednesday and Thursday evenings. A counselor conducts group counseling by appointment: Tuesday and Wednesday evenings for young people, Thursday evenings for parents.

A "Hotline" provides direct access to the Director and his counselors weekdays and weekend evenings and is manned by volunteers week nights and weekends. At other times it is connected to an answering service with volunteers on-call any hour of the day or night. A weekend counseling center is open at 71 Main Street, Woodbridge, on Fridays, Saturdays and Sundays from 7:00 P.M. until 1:00 A.M.

A counselor and counselor-trainee are available during those hours. No appointment is necessary.

Counselors are also available at the Public Health Center, 800 St. Georges Avenue, Woodbridge, Monday through Friday 9:00 A.M. to 5:00 P.M. No appointment is necessary.

Cases are referred to Day Care, residential treatment or Methadone programs when needed.

Literature is made available at the high schools, junior highs and Township libraries.

The citizens group is planning to build a Teen Recreation Center. Township property is available and building plans are presently being prepared.

Hospitals and Emergency Services

There is no hospital within the boundaries of Woodbridge. However, several are located within a ten to fifteen minute ride from any section of the Township.

J. F. Kennedy Community Hospital
St. James Street, Edison
Middlesex General Hospital
180 Somerset Street, New Brunswick
Perth Amboy General Hospital
530 New Brunswick Avenue, Perth Amboy
Rahway General Hospital
865 Stone Street, Rahway
St. Peter's General Hospital
Easton Avenue, New Brunswick
South Amboy Memorial Hospital
Bordentown Avenue, South Amboy

Roosevelt Hospital, a county hospital in Menlo Park, Edison, cares for chest diseases. There is also an alcholic treatment center located in Menlo Park.

The Woodbridge State School, which opened in 1965, accomodates the severely retarded of both sexes who are over the age of five. Admissions are processed through Trenton.

Emergency Medical Service

For medical help in an emergency and your doctor is not available, dial 442-3344 or 826-1313.

The Poison Control Center's number is 442-3700, extension 374.

The Woodbridge First Aid Squads operate as independent units, but when the need arises, mutual aid is available from the other squads if requested. The First Aid Squads are manned by volunteers and supported by donations collected in the districts in which they serve. The seven First Aid Squads operate in direct conjunction with the Police and Fire Departments and are on 24-hour call duty. They are hooked up by private radio band to the Police Department, which handles dispatching.

To qualify for membership in the First Aid Squad, the applicant must be 21 years of age and must live in the particular district served by the Squad. Training is conducted by the members.

Many squads have Cadets. The minimum age requirement is 16 years and Cadets answer calls when they are 18 years.

Some First Aid Squads also have ladies' auxiliaries.

AREA SERVED	CALL FOR AID
Colonia	634-7700
Fords	738-1100
Avenel-Colonia	634-7700
Iselin	634-7700
Woodbridge	634-0215
Port Reading	634-7700
Hopelawn	634-7700

Woodbridge Chapter of Red Cross

The Red Cross has one salaried staff member, the program coordinator, and approximately 60 volunteers. Transportation to and from hospitals in the area is available to all residents of the Township. The Red Cross office is located at the Health Center.

Approximately 1,000 pints of blood per year are drawn from the Woodbridge community. For those families who wish to be covered, there is a mini-bank blood drawing once per month on the first Monday from 2:00 P.M. to 7:00 P.M.

The Red Cross is charged with giving assistance on disasters which occur within the Township. Food and shelter is supplied to those individuals in need of services. During disasters services are coordinated with the Avenel First Aid Squad under supervision of the Woodbridge Township Civil Defense Director.

First Aid and Water safety instructions are given by Red Cross instructors. These training courses are given to service groups and industry.

Counseling, financial assistance, obtaining emergency leaves and extension of leaves for military personnel who reside within the municipality are provided by the Red Cross. Also, "ditty-bags" are made prior to Christmas and are forwarded to servicemen overseas for distribution.

Services are given to veterans in obtaining admission to veterans' hospitals, obtaining rights which are granted by the Federal Government to veterans and, if necessary, providing motor service and counseling.

The Red Cross provides volunteer health aides to assist nurses and doctors in the following local clinics:

Well Baby Clinic
Cancer Detection Clinic
Diabetes Detection Clinic

Programs have been planned and are being conducted to build a youth program within Woodbridge. A Youth Council meets on the fourth Tuesday of each month to determine orientations for the youth programs.

Family Counseling Service

Located in the Health Center, the Family Counseling service is a non-government agency funded by the United Fund and a grant from Woodbridge.

It provides counseling for family, marriage and personal problems to all people, whether or not they have the ability to pay. Over 100 cases are handled each year.

Referrals are made from many sources.

State Division of Veterans' Services

Located in the Health Center, it handles all problems relating to Veterans.

THE DEPARTMENT OF PUBLIC WORKS

The Department of Public Works has over 170 employees and is divided into several divisions: engineering, streets and sewers, sanitation and sewage disposal and property. It is also responsible for handling the municipal switchboard. The Director of the Department, appointed by the Mayor with the consent of the Council, serves for the term of the Mayor. His staff of one, keeps records, prepares reports and coordinates the work schedules and activities of the various divisions under his jurisdiction. The Director must have a degree in Civil Engineering or related experience in the field.

DIVISION OF ENGINEERING

The Division is headed by the Township Engineer. He is required by law to be a member of the Planning Board.

The Division is responsible for street construction, improvement and planning of sanitary and storm sewer construction. Sidewalks ordered built by ordinance are financed by assessment of the property owners. They are constructed by contract and bids accepted by the Council according to specifications set by the Division. The Division supervises the work and inspects the materials being used.

The Engineering Division is responsible for the continuous updating of tax maps to keep abreast of street changes, road construction, zoning adjustments and land subdivisions.

The Engineering Division examines all proposed subdivisions and reviews them to insure that they conform to Woodbridge ordinances. The Planning Board is not authorized to act until the findings and recommendations of the Division become part of the public record. The Division sets standards and, by requiring contractors to post bond, enforces those standards.

Division of Streets and Sewers

This Division, headed by a Department Director is responsible for maintaining in good condition all streets and sewer lines under municipal jurisdiction within Woodbridge. The staff consists of ap-

proximately 65 full-time men and two part-time watchmen.

There are close to 260 miles of roadway which must be maintained by this Division. Surveys are conducted to examine the condition of the roads and the Division responds to citizen complaints. Repair priorities are determined by traffic counts and general need.

This Division is also responsible for the cleaning of the streets, leaf pickup and snow and ice removal. All necessary street equipment is owned by Woodbridge. Rental is necessary only when the snowfall exceeds six inches.

COUNTY ROADS

Woodbridge is bisected by approximately sixteen county roads. These are maintained and repaired by the Middlesex County Road Department.

STATE ROADS

There are five major state highways: 440, 9, 35, 27 and 1, which pass through Woodbridge. These are maintained by the State. The Garden State Parkway and the New Jersey Turnpike also pass through portions of Woodbridge. These are maintained by their respective authorities.

Division of Sanitation and Sewage Disposal

This Division, headed by a Department Director and with a staff of approximately 86, has its office in Sewaren at the sewage treatment plant. Eighteen of the men work at the sewage treatment plants, manned seven days a week, for twenty-four hours a day. The remaining 68 men are responsible for solid waste collection and disposal.

Woodbridge is served by two primary sewage treatment plants, one located in Keasbey and the other in Sewaren. These two plants process 50% of the waste material and the Rahway Valley Sewage Authority is contracted to process the remaining 50%. It serves the areas of Colonia, Iselin and part of Fords and Avenel. At the present time, Woodbridge is under state mandate to update the sewage treatment facilities to provide secondary treatment and is in the process of devising a "hookup" with the Middlesex County Sewage Authority in Sayreville.

Refuse and garbage are collected twice weekly by trucks equipped with compactors. All equipment is owned by Woodbridge. Special collections are made on Wednesday, following a predetermined schedule servicing half of Woodbridge one week and half the next. At the present time, refuse is disposed of at a landfill site in Edison.

Division of Property

Under the direction of the Department Director, this Division is responsible for maintaining a municipal garage located on upper Main Street, Woodbridge. The seven men employed provide mechanical repairs and preventive maintenance on all Woodbridge owned vehicles, except fire and first aid equipment. A woodworking and mechanic shop is operated at the garage. The Division is responsible for the maintenance and repair of municipally owned buildings and assists in the maintenance and repair of recreational facilities and equipment.

DEPARTMENT OF PLANNING AND DEVELOPMENT

The Department is headed by a Director, appointed by the Mayor with the advice and consent of Council. He coordinates the activities of the two main divisions of the Department and offers advice and assistance to the Mayor and the Council.

DIVISION OF PLANNING

This Division, under the supervision of the Director of the Department, conducts studies and collects data which serves as a basis for recommendation to the Planning Board, as well as the basis for the Master Plan. It is custodian of the Zoning Map.

This Division provides a secretary for the Planning Board and whatever other staff it finds necessary to fulfill its duties.

Planning Board

The Planning Board was created in 1954 and is composed of nine members. Six are citizens of the Township appointed by the Mayor for six-year overlapping terms; the Mayor serves for his term of office; the Township Engineer, serves for the term of the Mayor; and a councilman, appointed by the Council serves for a term corresponding to his official tenure. Planning Board members serve without pay but the Board itself has a budget. The Board employs a clerk, and an attorney as legal advisor.

The Board meets on the first Wednesday of each month at 8:00 P.M. at the Municipal Building. Public Hearings are advertised in the official local newspaper.

The powers of the Planning Board are derived from ordinances adopted by the Council which may not conflict with State enabling legislation. The Planning Board is responsible for preparing and adopting a Master Plan. It studies, reviews, and makes recommendations on plans, programs or projects with respect to all matters, related to planning and development of Woodbridge; the regulation of land use, rehabilitation of housing, conservation of neighborhoods, urban

renewal and redevelopment, as may be referred to the Board by Council or any other official body. The Planning Board is responsible for preparation of the Capital Improvement Budget.

Capital Improvement Program

The Capital Improvement Program is a long-range schedule of proposed municipal projects including the most appropriate means of financing those projects. Projections are normally made for a six-year period, although the schedule is revised each year. The budget for capital improvements is appropriated on a year-to-year basis. The budget and any amendments must be approved by the Council.

Master Plan

The Division of Planning is responsible for the area of continuous planning and study to keep the Master Plan in line with community growth and development. A Master Plan is a general plan of development for the Township. It is a long-range projected study of Woodbridge covering a ten-year period. The first Master Plan was adopted in 1960. The services of a professional planning consultant firm were secured to assist in the updating of the plan. A preliminary plan was presented to the public at a hearing in April, 1970, and was adopted by the Planning Board on July 1, 1970.

Mayor's Advisory Committee (M.A.C.)

Every community receiving federal funds for urban renewal programs is required to have a Citizens Advisory Board. In Woodbridge this Board is entitled the Mayor's Advisory Committee and is composed of 25-30 members, appointed by the Mayor. Committee members receive no pay, but the Committee has a budget. The Department of Planning serves as its technical advisors and provides its administrative staff. Its meetings are open to the public and are held the second Tuesday of each month at 8:00 P.M. in the Municipal Building.

The M.A.C. also functions as a sounding board on all development programs. After learning the details of a particular program, it is the responsibility of the Advisory Committee to discuss it with other citizens in the community. It listens to the comments of the people and advises the Department of Planning and Development. It has also been responsible for the Clean-up Fix-up campaign, which has won either a trophy or special recognition for Woodbridge for several consecutive years.

DIVISION OF BUILDING REGULATIONS

This Division, headed by the Chief Building Inspector, is divided into two bureaus, the Bureau of Buildings and the Bureau of Inspection. It is responsible for administering and enforcing building and housing codes, plumbing and electrical codes, the zoning ordinance and programs for neighborhood conservation, improvement and rehabilitation. There are seven inspectors.

The various codes and inspection standards are set by the Council and closely follow national standards. They are based on health and safety standards and are continuously reviewed and updated by amendment. The codes are enforced by the building inspectors through watchdog measures. Violators can be taken into the Municipal Court.

Under the direction of the Chief Building Inspector, plans for a proposed building are inspected to insure compliance with the adopted codes and site plan approved by the Planning Board. The area must be inspected before a permit is issued and a performance bond posted for public improvements. While under construction, structures are visited at various intervals, about 8-10 times for commercial buildings, 5-7 times for residential homes. Periodic inspections of established properties are made on a continuing basis.

The Chief Building Inspector or representative has the right to enter and inspect any building at any time. He maintains records of all applications for permits and those issued with a notation of special conditions. A monthly report of all permits, certificates, complaints of violations and action taken is presented to the Council and the Tax Assessor. These files are open to public inspection.

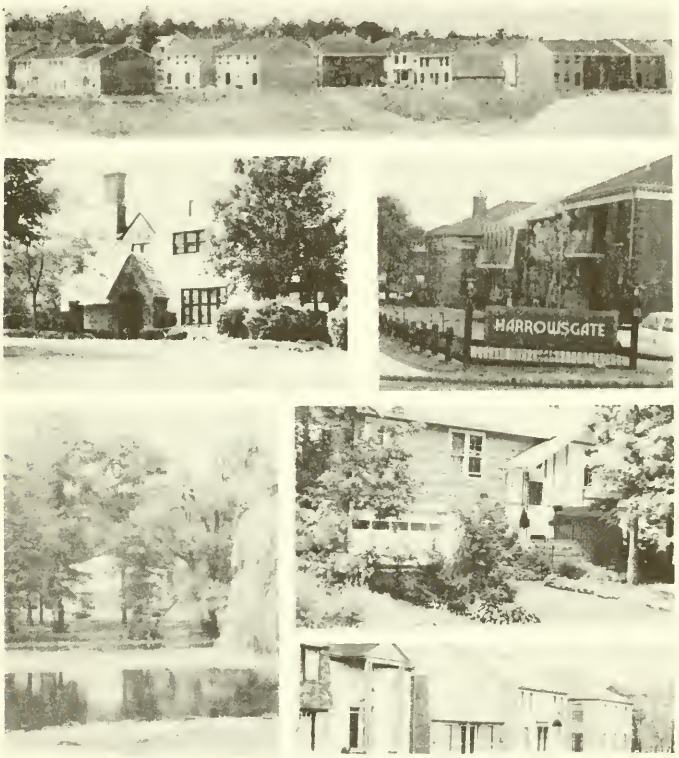
It is the Chief Building Inspector who issues all Certificates of Occupancy after the structure is completed, or work is done, stating it complies with all necessary municipal standards.

Application for any special permits is made to the Board of Adjustment through the Building Inspector. The Board of Adjustment refers the matter to the Planning Board for a report as to its effect on the general plan for Woodbridge. The Planning Board has 45 days to make its report; no further action is taken until the report is received and studied.

An appeal from the decision of the Chief Building Inspector can be made to the Board of Adjustment. Violators have ten days after being served by written notice to comply; if they do not, they are liable to a fine of $200, or 30 days in jail. Each day the violation continues is deemed a separate violation.

Zoning Ordinance

The Zoning Ordinance used to control the growth and development of Woodbridge, implements the Master Plan. It contains specific regulations regarding land use, open space, type of use, size and design of buildings. It is enforced mainly by the issuance of building permits, which are required for all new building, alteration and reconstruction. Woodbridge adopted its current Zoning Ordinance in 1960. It is continually updated and amended. The Ordinance permits four major districts: residential, business, industrial, and an office, research, engineering zone.



All types of housing can be found within Woodbridge.

Board of Adjustment

The primary purpose of the Board of Adjustment is to hear appeals for variances from the Zoning Ordinance, where the Building Inspector has denied issuance of a building permit. Established in 1929, the Board presently is composed of five members, appointed by the Council for a term of three years. None of the members may hold elective office. They are paid $15 for each meeting they attend. They have a secretary and legal counsel. The Board of Adjustment meets each Monday and

Thursday in the Municipal Building. Their meetings are open to the public. The Board Chairman has the power to subpoena witnesses and records.

At its weekly meetings, the Board is authorized to 1) hear and decide appeals alleging error in the enforcement of the Zoning Ordinance; 2) hear and decide requests for special exceptions from provisions of the Ordinance or interpretation of the Zoning Map; 3) hear and decide appeals from property owners alleging exceptional or undue hardship because of exceptionally narrow, shallow, or odd-shaped parcels of land; 4) recommend to the governing body the granting of variances permitting specific structures or uses in districts restricted against such structures or uses.

The procedure to obtain a variance is as follows: The appellant must file written notice in detail with the Board and present a building permit denial. The Board will notify the appellant of the time of the hearing. The appellant then must give personal notice, or by certified mail-return receipt requested, to all property owners within 200 feet at least ten days before the hearing. One may appear in person, through an agent, or be represented by an attorney. The decision of the Board is rendered in the form of a resolution containing full record of the findings. This must be done within 95 days after application or within 65 days from the date of the hearing. A copy is filed with the Clerk and the Planning Board and Building Inspector are notified. Special permits require Council approval where the Planning Board and Board of Adjustment disagree, while certain use variances, garden apartments, gas stations, etc. require Council approval.

Housing Authority

This agency is composed of six members appointed by the Mayor with advice and consent of the Council. They serve for a term of five years.

Located at 10 Bunns Lane, Woodbridge, the Housing Authority is responsible for supervising the construction, maintenance and operation of public housing in Woodbridge. To carry out these duties, an Executive Director, a secretary, bookkeeper and two maintenance men are employed.

The agency supervises the operation of a 17-building (150 unit) public housing project located on Bunns Lane, Woodbridge and three senior citizen housing projects; one 60-unit project located at 55 Brook Street, Woodbridge; one 75-unit project located on 555 New Brunswick Avenue, Fords; one 75-unit project located on 1422 Oak Tree Road, Iselin. In addition, the Housing Authority has entered

into a contract during 1972 to erect an 110-unit project on Rahway Avenue, Woodbridge.

Plumbing Board

The Plumbing Board, a statutory agency, consists of four members; the Plumbing Inspector of the Division of Building Regulations, a master plumber, a journeyman plumber, a professional engineer. It establishes standards and procedures for the qualification, examination and licensing of master plumbers. It has the power to issue and revoke licenses.

Housing Inspection Program

Under the State Multiple Dwelling Health and Safety Law (July, 1968), a comprehensive inspection program of housing within the Township was developed. Two specific areas are covered, 1) registering of multiple family dwellings; 2) enforcement of maintenance of hotels and multiple dwellings. It provides for state-local cooperation and enforcement through the State Attorney Generals' office and encourages a continuing surveillance of the complete community for compliance with HUD requirements.

The Woodbridge inspection program is a five-year plan. The entire Township is divided into five housing sections and a concentrated survey is taken in one area each year. The first five year inspection program was completed in 1972.

Department of Industrial Affairs

The Department of Industrial Affairs was established by ordinance in 1965 because of the large amount of undeveloped land available for industrial development and the need that its development be closely watched and coordinated with the Master Plan for Woodbridge. Located at the Municipal Building, the department coordinates all public and private endeavors to encourage sound industrial ratables and growth in Woodbridge; attracts industry to settle in Woodbridge by means of a full scale public relations program; serves as a liaison between local industry and the municipal government.

Headed by a Director, appointed by the Mayor with the advice and consent of Council, with one full-time secretary, the Department keeps a constant inventory of available industrial property and answers directly all inquiries concerning industry. Woodbridge attracted an average of one industry per month for the past five years. In 1965, an average of 25 acres per year was developed, in 1970 this rose to almost 100 acres per year.

There is an Industrial Council Advisory Board composed of seven members appointed by the Mayor for a term of one year. It is unsalaried. Its function is to advise the Department as representative of a cross section of the community.

Woodbridge Center, a fully enclosed, all weather shopping complex is located in the geographic center of the Township.

DEPARTMENT OF RECREATION AND PARKS

The Department, headed by a Director appointed by the Mayor with the advice and consent of the Council, is divided into two divisions: parks and recreation, each with its own superintendent. There are 17 full-time employees. Others are hired on a seasonal basis.

Administration

The Director of the Department is required to have at least three years of responsible experience in the field of recreation. He must plan, administer and develop public recreational facilities; coordinate his programs with other private and public recreational facilities and

programs; promote and direct an all-year program of leisure time activities for the residents of the community.

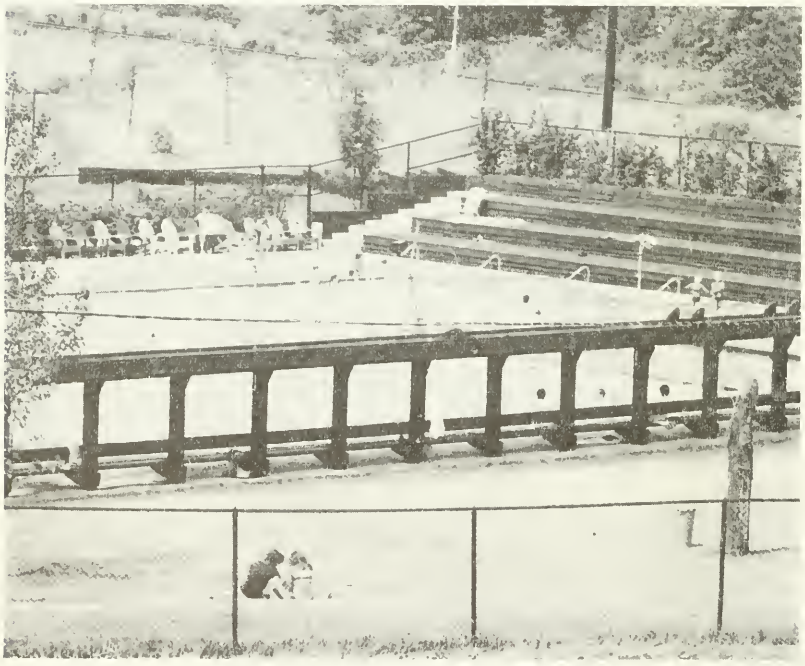
The Superintendent of Parks, working under the supervision and direction of the Department Head, administers the care, maintenance and repair of public parks, greens and related areas. He also provides assistance to the Little League organizations by maintaining their fields and lining the play areas for games.

The Superintendent of Recreation assists the Director in administering the recreational programs.

FACILITIES

There are thirty-eight play areas within Woodbridge ranging in size from less than an acre to more than 25 acres. These are designated as either playgrounds (usually located next to a school) playfields or parks. There is one 98 acre County maintained tract. Merrill Park, located in the Colonia and Iselin sections of Woodbridge.

There are tennis courts available at four locations: Merrill Park, Keasbey Park, Fords Park and Port Reading. There will be additional courts in Woodbridge Park as soon as the flood control project is completed.



Bowtie Pool, located in the Port Reading section, is one of two municipal pools in Woodbridge.

Woodbridge owns and operates two municipal pools open to the residents on a first-come membership basis. One is the Bowtie Pool in Port Reading, the other is Highland Grove Pool in Fords.

Ice skating safety is posted at two lakes, one in Merrill Park and the other in Woodbridge Park.

There is one indoor recreation facility, at Highland Grove, Fords, maintained by the Department; therefore, most of the winter recreation programs are held in school facilities.

PROGRAMS

The recreation program year is divided into two basic segments: summer and winter. Flyers, describing specific programs and designating the time and place of the activity are distributed through the schools and are also available at the Department Office in the Municipal Building. Newspaper articles appear periodically listing times and places and the Director makes announcements of program information in his column which appears weekly in the local shopper.

Summer: General—

A summer playground program is operated at 37 play areas throughout Woodbridge. Daily activities are planned under the direction of playground leaders for children between the ages of 6 and 15 during the hours 9:00 A.M. to 4:00 P.M. Arts and crafts, story hour, and contests are a few of the activities provided for those attending. Each child who registers at a playground is covered by insurance. Daily swimming instruction is available for those children who pre-register at the playgrounds. They are transported by bus from prearranged pick-up points to one of the two municipal pools.

A township-wide Summer Olympics is held with the winners competing for trophies and ribbons each year.

Summer: Supplementary—

Project World W.I.D.E. (Woodbridge International Daycamp Experience), a day camp for boys and girls 6-13 to better understand cultures and customs of other nations, and staffed by foreign students, is held daily for one week sessions at Merrill Park. A fee of $15 per week keeps the program self-sustaining.

Archery, rifle range instruction, basketball clinics and swimming at a portable pool are other programs available.

Baseball and softball leagues are scheduled during June, July and August.

Outdoor teen dances are held at scheduled locations throughout Woodbridge with live music provided by local teen bands.

Summer: Special—

The New Jersey Shakespeare Festival of Woodbridge, sponsored by the Woodbridge Recreation Department, tours the central Jersey area and performs for the Woodbridge residents free at the Woodbridge High School Park.

A 4th of July celebration is held at Merrill Park. Entertainment and a fire works display are the highlights of the day long activities.

Winter: General—

A general program of activities is provided at each of the five junior high schools, Hopelawn School #10, Port Reading School #9, Menlo Park Terrace School #19, Glen Cove School, Sewaren, and Highland Grove Center, Fords, most weekday nights from 6:00 P.M. to 9:00 P.M. Weight training for boys is offered at the three high schools. Various activities for adults only are offered at Fords, Iselin and Woodbridge junior high schools and Highland Grove Center, Fords, from 8:00 to 10:00 P.M.

Winter: Special—

Roller skating is available for all ages on Saturdays from 9:00 A.M. to 5:00 P.M. at Iselin and Colonia Junior High Schools and at Colonia Junior High School on Monday and Fords Junior High School on Tuesday from 6:00 to 10:00 P.M. Skates may be rented for a fee of 25¢.

Activities for senior citizens are coordinated with the Office on Aging and the Board of Education.

A parade is held each December to celebrate the holiday season, highlighted by the arrival of Mr. and Mrs. Santa Claus.

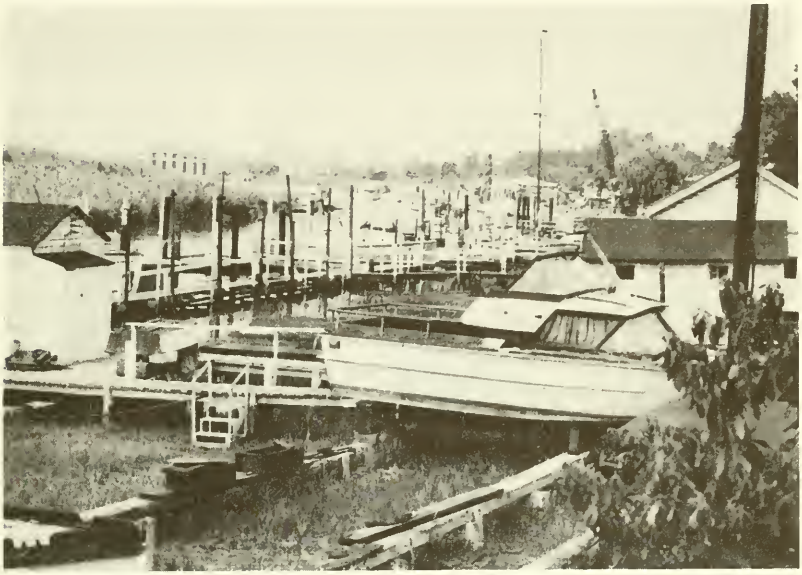
OTHER PROGRAMS AND FACILITIES

Privately Sponsored

Woodbridge residents take part in programs sponsored by church and synogogue groups, boy and girl scout troops, as well as neighboring YM & YWCA and YM & YWHA centers.

Theatres, bowling alleys and golf courses and privately owned swim

clubs are easily accessible to residents. The Sewaren Outboard Motor Boat Club has a boat landing ramp available for launching small craft.



Privately sponsored football and Little League teams for boys and softball teams for girls are available in all sections of Woodbridge. They are administered by parents. Most of the Little League teams have their own fields. They are sponsored by local companies and merchants.

The Woodbridge Community Concert Association was formed in 1972. The non-profit association, which is sponsored by the Woodbridge Board of Education, was formed for the purpose of presenting live professional concerts featuring solo artists and group attractions of international standing. Attendance at the concerts is by membership only.

Area Parks

Merrill Park, a 98-acre County tract in the Colonia-Iselin section, is well equipped containing picnic facilities, a small zoo area, lake, tennis courts and spacious grounds. Roosevelt Park, located just outside of Woodbridge, in Edison, is another well equipped County park.

Woodbridge residents enjoy easy access to many state recreational and cultural facilities, including the Garden State Arts Center, Holmdel, Cheesequake State Park, the New Jersey shore and New York City.

FREE PUBLIC LIBRARY OF WOODBRIDGE

The Library system is headed by a Director appointed by the Mayor with the advice and consent of Council. He serves concurrently with the term of the Mayor. He is specifically in charge of the day to day operations of the system. The library staff includes approximately 135 personnel. Out of this total, 28 are professional librarians.

LIBRARY BOARD

The Library Board, consisting of five members appointed by the Mayor with the advice and consent of Council, serve without salary for a five year staggered term. The Chairman, is elected annually from among the members at the first meeting in January. It functions as a governing body to develop and approve policy which is carried out by the Director and his professional staff. The Mayor and the Superintendent of Schools are ex-officio members of the Board. The Board meets in the Fords Library, the third Thursday of each month at 8:00 P.M. Its meetings are open to the public.

FINANCES

The Library system is basically supported through the municipal budget, supplemented by funds from the State provided by the State Aid to Libraries Act and special grants for specific programs. In 1971, $87,348 was received by Woodbridge in the form of State aid.

For the past five years, Woodbridge has been serving the area of Eastern Middlesex County as a regional resource center. This means that services such as inter-library loan, film services, direct reference services, as well as consultant and other services are provided to the residents of the Eastern Middlesex County area including Carteret, Edison, Metuchen, Perth Amboy and South Amboy. The program is supported by a special State grant which in 1971 exceeded $57,500.

The Library system has been the recipient of a number of grants during the past year enabling it to develop specialized services and programs such as a film collection and a library at the Board of Education's Adult Learning Center.

SPECIAL SERVICES

Special services are provided for shut-ins, the blind and the physically handicapped by delivering books selected for their reading enjoyment. There is also an inter-library loan system with the Rahway Prison.

Special Police, Fire, and Education Collections have been developed. A newsletter called "Trends in Education" is issued quarterly. Books in the Police Collection may be borrowed by any bona fide policeman. "Law Enforcement Notes", a quarterly newsletter, contains a listing of new materials of interest. The Library also issues the "Current Civic Scene", a newsletter of interest to public officials and those interested in problems facing government. There is a business reference collection, including annual reports of over 500 companies, which is kept in the reference room at the Main Library.

MAIN LIBRARY AND BRANCHES

The Free Public Library of Woodbridge is composed of ten libraries: the main library and nine branch libraries.

The Main Library is temporarily located in a rented facility at 800 Rahway Avenue, and is open seven days a week (closed Sundays in July and August). A new building is under construction on a site directly in front of the Health Center on St. Georges Avenue, Woodbridge. The Main Library is the research center of the system. It is a U.S. Government Depository for Federal Documents and a State Depository for New Jersey State Documents.

The Main Library has its own film collection of 16mm sound films, which may be borrowed by library card holders. Films are loaned for a 24 hour period and may be booked through the Reference Desk. There is also a collection of recordings which may be borrowed.

The branch libraries provide general collections to serve the areas in which they are located. Large print books, college catalogues, telephone directories, automotive manuals, microfilm and photocopiers can be found in the Henry Inman, Iselin, Fords, and Port Reading branches. Paintings may be borrowed from the Fords branch, where typewriters are also available for use. All branches have magazines, newspapers and a telephone reference service, research materials, pre-school story hours and special group programs for children, teens and adults. Meeting rooms are available on request.

Any book owned by the Free Public Library of Woodbridge may be obtained at any branch through inter-library loan. A borrowers card can be used at any branch. Books may be returned to any branch within the system. All of the branch libraries are in town-owned buildings. The location of each is as follows:

Avenel	238 Avenel Street, Avenel
Barron	582 Rahway Avenue, Woodbridge
Colonia	Chain O' Hills Road, Colonia
Fords	211 Ford Avenue, Fords
Henry Inman	607 Inman Avenue, Colonia
Hopelawn	School #10, Clyde Avenue, Hopelawn
Iselin	1081 Green Street, Iselin
Port Reading	91 Turner Street, Port Reading
Sewaren	546 West Avenue, Sewaren

There are approximately 250,000 volumes in the Woodbridge Library system. New books are reviewed by a committee and added each year at the rate of 36,000. A total of 84 publishers periodically send new selections to the book examination center.

COMMUNITY SERVICES

MEDIA

Woodbridge residents are served by two week-day newspapers, *The News Tribune*, Woodbridge and *The Daily Journal*, Elizabeth. A weekly shopper, *The Atom Tabloid*, Avenel, is delivered free to most residents.

Radio station *WCTC*, New Brunswick carries area news.

TRANSPORTATION

Woodbridge is located in close proximity to New York City and is positioned in line with the most direct route to Philadelphia, Washington, and the New Jersey shore areas.

Highways

The New Jersey Turnpike, a direct route from the Hudson River tunnels and the George Washington Bridge to Baltimore and Washington is easily accessible to Woodbridge residents and is intersected within Woodbridge Township by the Garden State Parkway which travels through the State from Cape May to Spring Valley, New York where it meets the New York Thruway.

There are five major highways (440, 9, 35, 27, 1) which bisect Woodbridge. U.S. Route 9, a major divided highway connects U.S. Route 1 with Freehold and other points to the south. The interchange of the

Turnpike, the Parkway and Route 9 form one of the most complex highway interchanges in the State.

Near this interchange and cutting diagonally across Woodbridge, U.S. Route 1 is the principal non-toll road between New York and Philadelphia. The State Department of Transportation has plans to greatly improve this roadway.

Other roads of importance are State Routes 35 and 27. These are both non-divided, two-lane and four-lane highways serving primarily local traffic. State Route 440 links U.S. Route 9 and the Parkway with Perth Amboy and the Outerbridge Crossing to Staten Island. Interstate Route 287, an east-west expressway is across the southern end of Woodbridge. The Verrazano-Narrows Bridge between Brooklyn and Staten Island is accessible by the Outerbridge Crossing and the Goethals Bridge which connect New Jersey and Staten Island.

Railways

The Pennsylvania Railroad and the Jersey Central Railroad provide excellent freight service from Woodbridge to New York, Philadelphia and beyond. The Reading Railroad and Lehigh Valley Railroad provide service to the west. Passenger service is available on the Pennsylvania and on the Jersey Central. The high speed Metroliner

connecting New York with Washington D.C. makes one of its stops at the new Metro Park station located off Route 27 in the Iselin section of Woodbridge, and continues on to Philadelphia, Delaware, Maryland and Washington D.C.

Motor Carriers

The Public Utilities Commission of New Jersey controls the operation and grants of franchises to privately owned bus companies. There are no municipal controls over the transit companies, except in the case of re-routing existing services subject to approval of the Commission and resolution by the Council.

Transport of New Jersey currently operates twenty-two express buses into New York City each day. Most buses originate at Perth Amboy, and after three intermediate stops, go directly to the Port Authority Bus Terminal in New York City. It also provides bus service to Newark, New Brunswick, and other surrounding towns, as well as service between Woodbridge and Menlo Park, Edison shopping centers.

All major freight companies operate in the area with approximately 25 local terminals.

Woodbridge adjoins a navigable river, the Raritan, with access from the Arthur Kill. Dock facilities are available with a channel depth necessary to accommodate ocean-going vessels.

There are several taxi companies located in Woodbridge providing service to the residents. Airport Limousine service is available to Newark Airport. All of the taxi facilities are privately owned and financed, but must be licensed annually by the Township.

Air

Woodbridge is located in a highway complex providing accessibility to the three metropolitan commercial airports, Newark, LaGuardia and Kennedy. All are owned and operated by the Port of New York-New Jersey Authority. Private aircraft are generally based at Linden Airport.

MOTOR VEHICLE INSPECTION

The State of New Jersey Motor Vehicle Division maintains an office on Main Street, Woodbridge, where registrations, drivers permits and licenses and inspection information may be obtained. Motor Vehicle Inspection Stations are maintained throughout the state and one of these facilities is at the northern end of Rahway Avenue in the

Avenel section of the Township. All vehicles must be inspected annually for safety. The stations are listed in the telephone book under "New Jersey, State of".

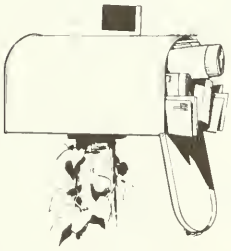
POSTAL SERVICE

Woodbridge is served by a total of nine post offices. Each is named for its particular locality: Woodbridge, Fords, Sewaren, Keasbey, Port Reading, Avenel, Colonia, Iselin, and Menlo Park Terrace, Edison. Each employs its own Postmaster.

UTILITIES

Woodbridge is served by the Middlesex Water Company, an investor-owned corporation. At the present time, approximately two thirds of Woodbridge's water supply is drawn from wells owned by the Middlesex Water Company, under contract from the Elizabethtown Water Company. The Elizabethtown Water Company connects to the Middlesex Water System at three points. Woodbridge Township purchases water from the Perth Amboy Water Company and resells it to residents in a small portion of Keasbey. The item of the municipal budget referred to as "Dedicated Water Utility Budget" covers this purchase and resale of water. Some homes have private wells.

Public utilities are provided by private companies. The Elizabethtown Gas Company and the New Jersey Natural Gas Company provide gas service. Electricity is provided by Public Service Gas and Electric Company. The Bell Telephone Company of New Jersey supplies telephone service.



VOTING AND ELECTIONS

Woodbridge has approximately 48,000 registered voters, or 48 percent of the total population. Of those registered, about 70 percent vote in general elections and 10-12 percent vote in school board elections.

REGISTRATION QUALIFICATIONS

Registration is necessary before a citizen has the right to vote. The prospective voter must be:

a citizen of the United States

18 years of age by the time of the next election

a resident of Middlesex County for 40 days by Election Day, except in Federal Elections when the residence requirement is 30 days

a resident of the district in which he wishes to vote

neither an idiot nor insane nor disqualified for certain crimes.

A voter must be registered at least 40 days before an election. Registration must be in person at the office of the Municipal Clerk in the Municipal Building, Woodbridge, or at the office of the County Board of Elections in Perth Amboy. An exception is made for the chronically or incurably ill or totally incapacitated who may make written application to the County Board of Elections accompanied by a physician's affidavit. Registration hours at the Clerk's office are 9:00 A.M. to 5:00 P.M. daily, except for the two-week period preceding the 40 days prior to any election when special evening hours are arranged. Any person unable to sign, may make his mark.

A new resident of New Jersey who meets all requirements for voting except residency may, at the time of a Presidential election, use a New Residents Presidential Ballot to vote for President and Vice President only. A registered voter moving from the State may use an absentee Presidential Ballot.

Registration is permanent in New Jersey unless a voter:

fails to vote at least once during a four year period

changes his name by marriage, divorce or court decree without giving notice to the Board of Elections; (if the name change occurred during the 39 days preceding the election, 29 days for federal elections, the voter may vote by signing both the old and the new names)

changes his address within the County without notifying the Board of Elections by mail or in person; (if the voter moves during the 39 days preceding an election, 29 days for federal elections, he may vote in his former election district in that election ONLY by signing an affidavit concerning residence)

moves to another County.

Any change in name or residence requires written or in-person notice to the County Board of Elections to maintain registration. This must be given before registration is closed prior to an election. This can be accomplished by going to the Clerk's office.

If a voter is challenged at the polls he may appeal to the Municipal Clerk at that time and, by signing a statement declaring the change that has occurred, he will be allowed, in most cases, to vote in that election only. He must then give formal notice of the change to the County Board of Elections within the required time period before the next election.

The Middlesex County Board of Elections is responsible for keeping the voter lists current and for removing from the lists names of those no longer qualified to vote. Names of persons who have not voted for four years are removed.

Absentee Voting

Military-Any person qualified to vote and:

in the military services or his spouse or dependent, or

a patient in a veterans' hospital, or

a civilian attached to or serving with the Armed Forces out of this State or his spouse or dependent

may apply for a Military Absentee Ballot whether registered or not. A friend or relative may make application for the voter by applying to the Municipal Clerk or the County Board of Elections. The ballot is then mailed to the voter.

Civilian-A registered voter may apply for an absentee ballot if he is:

to be outside New Jersey or the U.S. on Election Day

physically incapacitated (including blindness or pregnancy)

observing a religious holiday

a resident student at a college or university.

A registered voter may apply for an absentee ballot for Board of Education Elections if his working hours make him unable to vote during polling hours.

Application for absentee ballots may be made up to seven days preceding the election, in person or by mail to the County Clerk or the Municipal Clerk. The applicant must state home address; address to which the ballot should be sent; and the reason for the request, signing the application with the same signature used at the polls. The ballot and instructions are mailed to the voter. An absentee ballot must be voted in secret. It must reach the County Election Board by the close of the polls on Election Day.

If a voter has received either a civilian or a military ballot, he may not vote at his regular polling place. New emergency provisions allow that within the seven day period and until 3:00 P.M., the day before the election a voter may vote absentee in person, at the office of the County Clerk. If a voter becomes incapacitated, he may send a designated messenger (in writing) to get his ballot and return it to the Clerk's office.

ELECTIONS

In Woodbridge there are primary, general and special elections, the latter to be held for certain types of referenda when and as required.

Primary Elections

The date of the Primary Election is at the discretion of the State Legislature. The purpose of this election is to give the voters of a political party an opportunity to nominate candidates of that party for the General Election and to elect party County Committee men and women from each election district. In the years when a President of the United States is to be elected, the Primary Election is to elect delegates and alternates to the national conventions of the political parties.

New Jersey has "closed primaries", which means that the voter declares his choice of either the Democratic or the Republican Party at the polls and may vote only for candidates from his chosen party in the Primary. In the General Election, however, the voter is free to choose candidates from any party.

Minor parties and independent candidates do not participate in primaries. They may appear on the ballot of the General Election by filing petitions with the required number of signatures 40 days prior to the

date of the primary.

The number of signatures required varies for different offices: for mayor, 50; for councilman-at-large, 50; for ward councilman, 25; for county committeman, 10.

General Elections

General Elections are held annually the first Tuesday after the first Monday in November. Their purpose is to elect public officials to local, county, state and national offices and to vote on public questions.

The voter may vote for any of the candidates listed or may obtain write-in instructions at the polls.

Voting machines are used in Woodbridge. Operating instructions are printed on sample ballots which are mailed to all registered voters before elections. Voters may also receive instructions at their polling places. The machines are used for all elections including most of the nine Fire District elections.

Board of Education Elections are administered by the Secretary to the Board of Education. Its purpose is to elect members of the Board and to have the public vote on the school budget. Procedures are similar to those for General Elections, although they are regulated by different State guidelines. Election Day is the second Tuesday in February. Only qualified registered voters may vote. Absentee ballots may be obtained through the Board of Education office.

Election Mechanics

The Middlesex County Board of Elections consists of two Democrats and two Republicans, appointed for two years by the Governor upon nomination by party officials. They provide over-all supervision of elections. Locally the Municipal Clerk's office handles details. Elections at the polling places are conducted by District Boards of Election, consisting of two Democrats and two Republicans in each election district. They are appointed by the County Board of Elections on the recommendation of the County Committee of each party. They must be able to read and write and have been members of their party for three years. They attend special training classes conducted by the County Board of Elections prior to Election Day.

There are 57 election districts in Woodbridge. The polling places in each district are subject to change. The sample ballot mailed to each registered voter lists the polling place and the hours when the polls are open. Each of the five wards has approximately 8400 voters, and each district 600-750 voters.

Political Parties

The Democratic and Republican Parties are active in local politics. Both parties have clubs which are active in each of the wards as well as organizations for those old enough to vote.

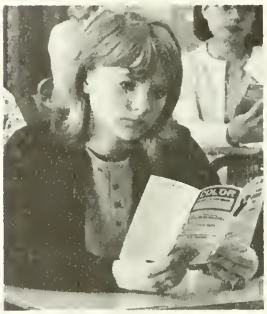
The governing officials of the political parties are the County Committee men and women, who are elected in the primaries. Every county committee member is also a member of his municipal committee. Members of the committees maintain party organization, recommend candidates, work to increase membership, receive and disburse funds, check voting lists, work to get out the vote and serve as challengers at the polls.

Voting Information

The League of Women Voters provides nonpartisan information sheets with biographical information on the candidates and answers to questions on topics of interest to voters. The League conducts nonpartisan candidate forums before elections.

The Woodbridge League of Women Voters sponsors candidate forums and provides voting information for township residents.

SCHOOL
ST



THE HISTORY OF OUR SCHOOLS

Educaton has played an integral role in the development of the communities of New Jersey. Woodbridge, as the oldest township in the State, has been no exception. When the charter for Woodbridge was granted in 1669, approximately 125 acres were laid out for school purposes. They were known as "free school lands."

In January of 1694, John Brown of Amboy was chosen by vote to be paid "twenty-foure pounds a yeare alowed him for keeping a free school in this town this next yeare."

"FREE PUBLIC SCHOOLS"

It was not until 1793 that any real attempt was made for public school education for the young. The first schoolhouse was built by Jonathan Freeman for 336 pounds and 15 shillings, approximately $1,650.00.

In the 1840's, there were two districts in the Township: Strawberry Hill and Woodbridge Academy.

In 1846, the State established free public schools. It appointed a State Superintendent, provided for Town Superintendents and authorized each town to divide its territory into convenient school districts.

School districts could raise money by taxation for buying land, erecting schools, and operating them. By 1854, Woodbridge Township had 17 school districts with a total of 1173 pupils, ages 5 to 18. Twelve male teachers were employed at salaries of $375 per year and seven women teachers at $180 per year.

SCHOOL #1

It was in the year 1876 that the present educational system actually began with the construction of School #1.

At that time the schools of the Township, very small wooden structures, consisted of Rahway Neck School, Locust Grove School, Blazing Star School, Washington School.

The late John Love was appointed principal of School #1 in 1895 and five years later was named the first supervising principal of the schools in Woodbridge Township.

The title "Board of Education" was not used until around 1900. There were three members.

After the last quarter of the 19th century, the educational needs of the Township's children outgrew the narrow outlook of the small local academies. The public school movement gained force and parents gradually took advantage of better education for their children.

BUILDING BOOM

By 1909, the overcrowded schools in the Township, particularly School #1, made it necessary to find a solution. Thus began the building boom. On October 6, 1910, the cornerstone was laid for the first high school in the Township. During the Twenties and through the depression years, the number of students continually increased and the community tried to keep in step with building additions and additional schools. However, it was not until the 1950's that the seriousness of the crowding problem in the schools was to be alleviated by long-range planning. During the next 16 years, 19 new schools were constructed; eight of these, including three junior high schools opened their doors in 1959. This construction continued until the completion of the third high school in 1966, bringing the total number of schools to 34. In 1968 the Glen Cove School, Sewaren, was constructed providing an integrated school facility for regular and special educational needs of the school district.

WOODBRIDGE SCHOOL DISTRICT TODAY

As Woodbridge Township enters the third year of the 1970's we find a community with a population of almost 100,000 and a student enrollment of approximately 22,000 served by a professional staff of over 1,000.

BOARD OF EDUCATION

The Board of Education has nine members who are elected to serve three year staggered terms. They receive no salary. Board elections are held on the second Tuesday in February and at the same time citizens vote on the school budget for the coming year. The Board may fill a vacancy between elections; the appointed person serves until the next annual election.

A member of the Woodbridge Board of Education must be at least 18 years of age; an United States citizen; a citizen of the community for two years;able to read and write; and not concerned directly or indirectly in any contract with or claim against the Board. No property ownership is required to be elected to the Board.

The Board of Education has its organizational meeting on the first Monday following the annual election in Ross Street School (#11) at 8:00 P.M. A majority of the nine members constitutes a quorum at all meetings. Public meetings are held the third Monday of each month at 8:00 P.M. in Ross Street School unless otherwise posted by public notice. Citizens are welcome at all public meetings of the Board.

The Board has many functions, most carried out by a majority vote; some require two-thirds vote. Members have the responsibility to provide a "thorough and efficient school system." The Board is divided into committees which make recommendations to the rest of the Board. The Woodbridge Board of Education functions with eight standing committees comprised of one member as chairman and two other members as committee members. The Board President is on all of the committees. These committees are finance, personnel, transportation, supplies, policy and planning, buildings and grounds, curriculum and public relations. Decisions are made by the entire Board of Education.

The Board enforces the rules and regulations prescribed by the State Board of Education; selects the textbooks and budgets for them as well as other necessary school supplies; prescribes, with the County

Superintendent, the course of study to be followed in the schools; permits a school to be used for other than educational purposes; suspends or expels pupils; makes an annual report to the County Superintendent of Schools, and adopts salary scales for employees.

The Board decides the age and entrance requirements for students; health and safety standards; school calendar; transportation schedules and eligibility; appropriate insurance coverage. The Board must approve teaching methods and testing procedures; format of report cards; plans for new buildings, renovations or additions to schools; classes for atypical pupils.

The Board has the power to establish a prospective budget for approval by the voters. The budget is presented to the voters in the form of a referendum. If it is rejected, it goes to the Municipal Council for its consideration. The Council has a maximum of thirty days in which to study the budget and either return it intact or reduce the total budget. If the Council reduces the budget, the Board of Education may appeal the decision to the State Commissioner of Education. After a hearing, the Commissioner will either uphold the Municipal Council's decision or restore all or part of the monies cut by the Council.

SECRETARY TO THE BOARD OF EDUCATION

The Secretary is appointed by the Board, with tenure after three years in office. He has full responsibility for the payroll. He arranges all details connected with the Board of Education Elections, including preparation of budget items and special propositions, as well as election of members. He is also responsible for the preparation of the Board minutes, agenda and correspondence of the Board. A clerical staff assists the Secretary in his duties.

LEGAL COUNSEL

The Board appoints its own legal counsel annually. He attends all regular and special meetings of the Board. He advises Board members, the Secretary of the Board and the Superintendent of Schools when requested and prosecutes all hearings before the Board of Education. He keeps the Board aware of all legislative matters concerning the schools. He prepares all legal work regarding school contracts and construction.

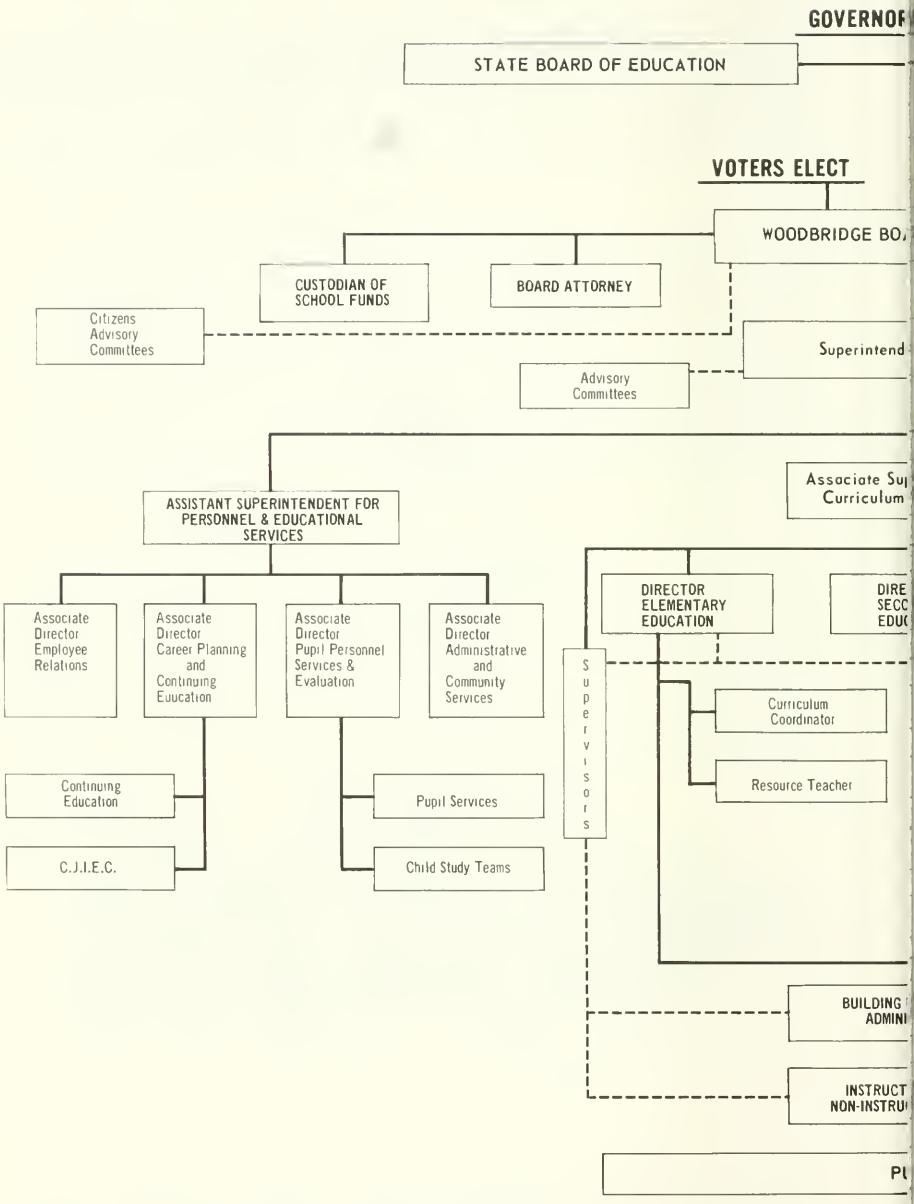
AUDITOR

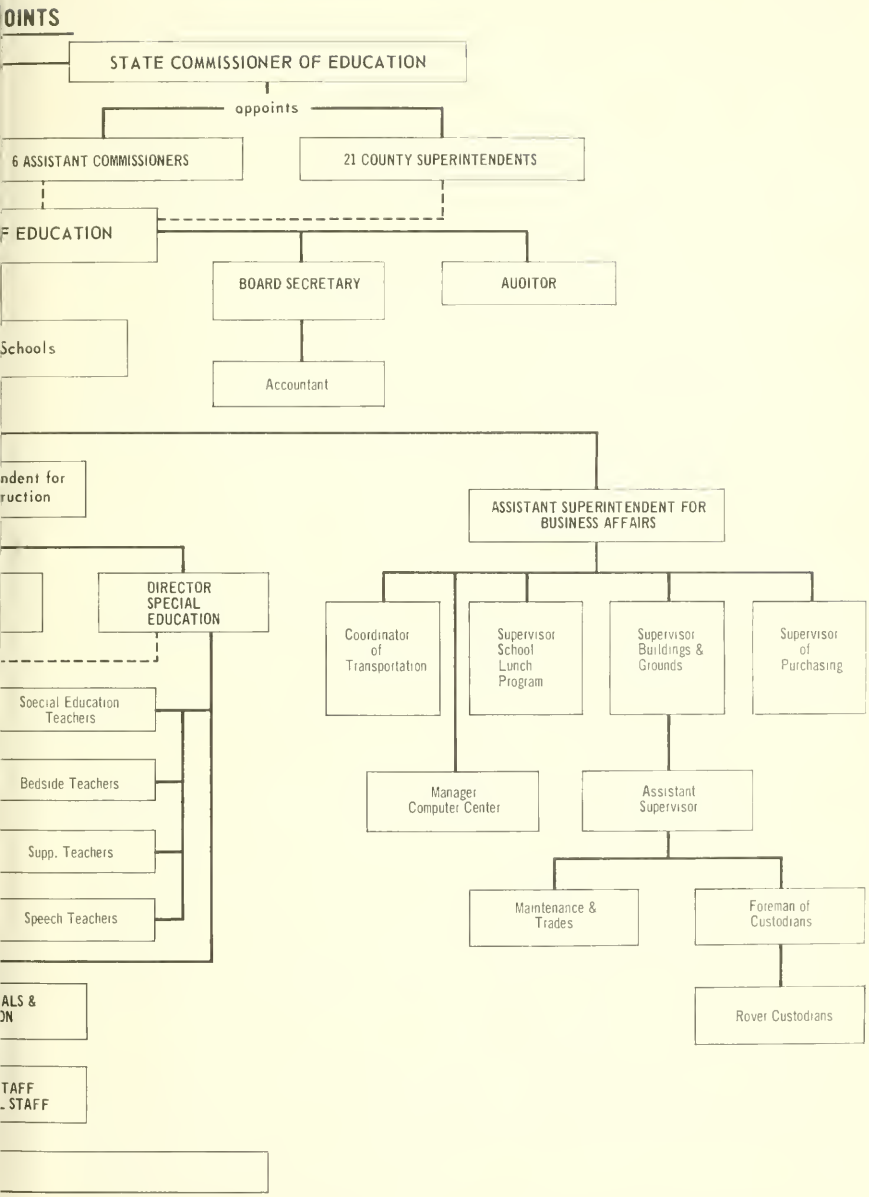
The Auditor is hired by the Board of Education and is reappointed annually. School auditors must be Certified Public Accountants, registered municipal auditors and certified New Jersey Public School Accountants. The Auditor may work for a firm, but he is the responsible

party, rather than his firm, which cannot be held accountable for his actions. He prepares an annual audit to be presented to the Board in the form of a report.

CUSTODIAN OF SCHOOL FUNDS

The Custodian of School Funds is in charge of the accounting and banking of all monies that are accrued from school activities i.e. plays and athletics.


GOVERNOR
STATE BOARD OF EDUCATION
VOTERS ELECT
WOODBRIDGE BO
CUSTODIAN OF SCHOOL FUNDS
BOARD ATTORNEY
Citizens Advisory Committees
Superintend
Advisory Committees
Associate Su Curriculum
ASSISTANT SUPERINTENDENT FOR PERSONNEL & EDUCATIONAL SERVICES
DIRECTOR ELEMENTARY EDUCATION
DIRE SECC EDUC
Associate Director Employee Relations
Associate Director Career Planning and Continuing Eucation
Associate Director Pupil Personnel Services & Evaluation
Associate Director Administrative and Community Services
Supervisors
Curriculum Coordinator
Resource Teacher
Continuing Education
C.J.I.E.C.
Pupil Services
Child Study Teams
BUILDING ADMINI
INSTRUCT NON-INSTRU
PU


OINTS
STATE COMMISSIONER OF EDUCATION
appoints
6 ASSISTANT COMMISSIONERS
21 COUNTY SUPERINTENDENTS
F EDUCATION
BOARD SECRETARY
AUDITOR
Schools
Accountant
ndent for
ruction
ASSISTANT SUPERINTENDENT FOR
BUSINESS AFFAIRS
DIRECTOR
SPECIAL
EDUCATION
Coordinator
of
Transportation
Supervisor
School
Lunch
Program
Supervisor
Buildings &
Grounds
Supervisor
of
Purchasing
Social Education
Teachers
Bedside Teachers
Supp. Teachers
Speech Teachers
Manager
Computer Center
Assistant
Supervisor
ALS &
ON
Maintenance &
Trades
Foreman of
Custodians
TAFF
STAFF
Rover Custodians

ADMINISTRATION AND STAFF OF OUR SCHOOLS

STATE AND COUNTY ADMINISTRATION

State Board of Education

The State Board of Education has twelve members (three must be women), who serve six year overlapping terms. They are unsalaried. The Board sets policy and rules for carrying out State school laws; sets standards for teacher certification; approves local Boards' courses of study; establishes State required courses; approves building plans, etc.

State Commissioner of Education

The State Commissioner of Education serves a five year term. He acts as secretary to the State Board; enforces State Board policies; decides controversies that arise under school laws, etc.

Assistant Commissioners

Assistant Commissioners head various divisions of the State Department of Education such as curriculum, higher education, business and finance.

County Superintendents

County Superintendents enforce State policy at the local level; act as advisors to local boards; approve school transportation needs; review budgets and curriculum, etc.

WOODBRIDGE ADMINISTRATION AND STAFF

The Administration Building is located on School Street in Woodbridge.

In order to function smoothly, the Woodbridge school system needs competent handling by its administrative staff.

Directly responsible to the Board of Education are the

Superintendent of Schools, the Secretary of the Board, the legal counsel and the auditor. Aiding the Superintendent are an Associate Superintendent, two Assistant Superintendents, directors, supervisors, coordinators and principals.

Superintendent of Schools

The Superintendent of Schools is appointed by the Board of Education and is its chief executive officer. The Superintendent must administer the educational policies of the State and Local Board. He is required to attend all Board of Education meetings, in his capacity as executive, but he has no vote. Much of his time is spent in instructional and curriculum leadership. It is the Superintendent's responsibility to recommend to the Board new courses of study and textbooks.

The Superintendent has the power to direct the administrative staff, oversee the work of the Assistant Superintendents, coordinators, supervisors and principals. One of the responsibilities of the Superintendent is to recommend to the Board appointments and dismissals of personnel.

Finally, the Superintendent is the official representative of the Board of Education. He must keep the citizens informed of the needs and achievements of the school system.

A school administrator must be certified by the State Commissioner of Education. In Woodbridge, applicants for the position of Superintendent must have a doctorate, administrative experience on a district level and exhibit qualities of leadership, and have budget and curriculum experience.

ASSOCIATE AND ASSISTANT SUPERINTENDENTS

In the administration of the Woodbridge school system, the Superintendent of Schools is aided by an Associate Superintendent and two Assistant Superintendents. The Associate Superintendent is responsible for curriculum and instruction. The Assistant Superintendents are directly responsible to the Superintendent of Schools.

Directly responsible to the Associate Superintendent are the directors, supervisors, coordinators and principals. In Woodbridge there are three directors (elementary, secondary, special education) in charge of a curriculum area with responsibility in grades K-12. Subject supervisors oversee the activities in the K-12 area. There are curriculum coordinator leaders at the elementary level.

There is a principal in each of the elementary schools, five junior highs and three high schools, as well as other administrators needed for

the efficient operation of the school system.

Principals and assistant principals are hired by the Board of Education and are directly responsible to the Superintendent of Schools.

Principals must meet State requirements for certification. Elementary principals are ten-month employees; secondary principals are twelve-month employees.

The Assistant Superintendent for Business Affairs is responsible for establishing the budget along with the Superintendent and supervises its administration. He provides the Board with monthly financial statements and keeps a detailed financial analysis of the entire budget. He supervises purchasing, buildings and grounds, transportation, and the school lunch program.

Directly responsible to the Assistant Superintendent for Personnel and Education Services are the Associate Directors of; employee relations, career planning and continuing education, pupil personnel services and evaluation, and administrative and community services.

Teaching Staff

The Woodbridge Board of Education continually strives to employ competent certified professionals who will provide the children in grades K-12 with the best possible education.

All applicants must have at least a Bachelor's Degree and hold New Jersey certification in the field for which application is made. Applicants must be United States citizens; have satisfactory professional references; and be interviewed.

Out of 1050 members of the professional staff in Woodbridge, 380 are in elementary, 251 in junior high and 253 in high school, with the remaining special teachers employed in all of the schools.

The teacher salary guide for 1971-72 has fourteen steps with a starting salary at $8,000, and a maximum for a PhD on the 14th step at $14,500.

Teachers in Woodbridge may belong to either the Woodbridge Federation of Teachers, an affiliate of the American Federation of Teachers, or the Woodbridge Teachers Education Association, an affiliate of the National Education Association. The members are polled periodically, and the organization receiving the majority of votes is the sole bargaining agent in the Board of Education-teacher contract negotiations.

The professional staff in Woodbridge has the opportunity to participate in faculty and department forums; to take part in in-service training; to receive tuition reimbursement; and to apply for promotional opportunities.

Contracts are awarded annually for the first three years, with the fourth annual contract placing the teacher on tenure. Thereafter, an annual evaluation of the individual's teaching service is made to determine continuation of the contract.

All teachers are required to belong to the New Jersey Teachers' Pension and Annuity Fund, a State program, with benefits based upon income and years of service. At age 62 school employees automatically lose tenure privileges and at 70 must retire.

SUPPORTIVE STAFF

School Aids, Teacher Aids, Teacher Assistants

School Aids work one to two hours per week at the elementary level. They provide lunch-time supervision of the children and some clerical assistance for the office staff.

Teacher Aids work for approximately seven hours per week in the elementary schools. They are assigned by the building principal according to teacher need. They perform non-instructional tasks in the classroom.

Teacher Assistants perform non-instructional tasks in the area of special education. They work approximately four hours per week.

CLERICAL STAFF

The members of the clerical staff perform all necessary functions to insure the efficient operation of the offices located in the School Administration Building, and in each of the elementary and secondary schools.

CAFETERIA STAFF

The Supervisor of Cafeterias directs the district cafeterias which are located in the eight secondary schools and in one elementary school. The Supervisor's office is located in John F. Kennedy High School.

MAINTENANCE STAFF

The Supervisor of Buildings and Grounds and the Assistant Supervisor of Buildings and Grounds are responsible for the maintenance of the buildings in the district.

ENROLLMENT AND ATTENDANCE

Woodbridge has approximately 26,000 children of school age; approximately 10,300 are enrolled in the elementary schools, 5,300 in the Junior Highs, 5,100 in the Senior Highs and about 4,000 attend the parochial schools in the Township.

Children who will be five years old on or before December 31st, may enter kindergarten. Registration takes place in the school principals' offices in the month of April or the first ten days of the school year.

Parents or guardians of all new entrants are required to submit the

following to the school principal where their child will attend:

1. proof of age
2. proof of various immunizations as required by law
3. statement of general health from a private physician
4. proof of dental examination

A "Kindergarten Handbook" is distributed to parents at the time of registration.

In addition, transfers are required to submit transcripts of school records.

EDUCATIONAL PROGRAM

Putting children and professional staff together is not enough without an effective educational program. The educational philosophy of the Woodbridge Township school system is:

> ". . . we believe that the school is not only a place in which students prepare for the time when they will take an active role in society, but it is a place where they should live and experience democracy, love and concern for their fellow man, and all the other responsibilities they will assume in their adult lives, and in all of this, school should be a joyful place where there is fun and excitement as students go about the process of living and learning."

The School District, therefore, offers a comprehensive program which enables the student to achieve the goals stated in the philosophy.

Students at early grade levels are exposed to new techniques in reading, math, science, language arts, social science,art, instrumental and vocal music and physical education. On the junior high school and high school levels, students are involved in an even greater program encompassing those courses necessary for a diploma, plus multiple elective offerings.

NEW AND EXPERIMENTAL PROGRAMS

The Woodbridge school district endeavors to keep abreast of new concepts and ideas in education. Each year members of the teaching staff are recipients of "mini grants" to carry forth new and imaginative ideas in pilot programs.

Project MOPPET

Project MOPPET (Media-Oriented Program Promoting Exploration in Teaching) is a unique project focusing on the curriculum through arts/fine arts, music, dance/movement, creative drama, and poetry. The program is funded by the New Jersey State Department of Education under Title III of the Elementary and Secondary Education Act of 1965.

The basic purpose of the program is to promote creativity through giving children opportunities to become actively involved in imaginative experiences, with one of the most significant outcomes being the development of a more positive attitude toward school.

Workshops, sponsored by the New Jersey State Department of Education, are held to familiarize teachers, supervisors, and principals from other school districts as well as teachers from the Woodbridge schools with this project.

The Observation Room at Project MOPPET (Indiana Avenue School) permits visitors to observe lessons in the Demonstration Room. Parents and interested citizens are welcome as well as teachers, supervisors, and principals from schools in the immediate area and neighboring states.

SWRL Kindergarten Program

The SWRL (South West Regional Laboratory for Education Research) program consists of two phases, a beginning reading and an instructional concepts program.

The beginning reading program is a system to teach beginning elements of reading so that children acquire a vocabulary of approximately one-hundred words and some of the elementary sounding principles. This phase is accomplished through an instructional program; a tutoring program involving older students; and a parent-assistance program.

The instructional concepts program includes materials designed to help students master concepts such as color, size, shape, pre-math terms and pre-reading terms.

CURRICULUM

The curriculum must comply with standards set by the State Department of Education.

ELEMENTARY

The formal Kindergarten program includes science, social studies and reading readiness.

The general elementary school curriculum includes the following subjects: reading, mathematics, science, language arts, social science, art, music (instrumental and vocal) and physical education. The program is offered in both traditional and continuous progress classroom settings.

Title 1 of the Elementary and Secondary Education Act is a Federal program which provides money to the State which in turn passes it along to local school districts for programs designed to help economically disadvantaged children.

Continuous Progress Education

This program is based on the needs, abilities and interests of each individual child in the school. At the present time, it is offered in four elementary schools within the Township. The program is designed to take into consideration the reality that children differ from each other in their physical, social and learning characteristics and that they perform at various levels of abilities in different subject areas. Each student learns at a rate appropriate to his stage of development.

The primary unit includes kindergarten and grades 1, 2, and 3, the next unit includes grades 4, 5, and 6. Children are placed at instructional levels according to diagnostic testing and teacher evaluation.

A child may be placed in one group for reading, another group for mathematics, still another for spelling, etc. The program allows for changing groups so that a child can move from one level to another in that subject area when ready. The group change results from a continuous teacher-student diagnosis of a child's strengths and weaknesses.

Other subject areas are taught by the child's homeroom teacher and the special teachers of music and physical education.

JUNIOR HIGH

At the junior high school level, courses are offered in English, mathematics, science, social studies, foreign languages, home economics, industrial arts, typing, art, music (instrumental and vocal) and physical education.

The science program, called ISCS (Intermediate Science Curriculum Study), emphasizes individualized, self-pacing activities.

SENIOR HIGH

The three high schools meet the standards set by the Middle States Association of Secondary Schools for accreditation.

The curriculum, (geared to the individual) is flexible in its structure and offerings, and valuable to the student whether he is college-bound or career-oriented.

The three senior high schools offer programs including variations of the following courses.

- A fully elective non-traditional English program is available including speech, drama, expository writing, world literature, journalism, and creative writing and developmental reading.

- Foreign languages: Latin, Spanish, French, German, Russian, Chinese.

- Science: biology, physics, and chemistry.
- Mathematics: alegebra, geometry, calculus, analytic geometry.
- Social Studies: world civilization, economics, world geography, United States history, sociology, current history, non-western cultures, international studies.
- Business Education: record keeping, bookkeeping, briefhand, consumer education, stenography, typing, business management, vocational office preparation, data processing, merchandising, business law, cooperative office experience, clerical practice, distributive education.
- Fine, Industrial, and Home Arts: art, drafting, electronics, woodshop, metals, graphics, foods, clothing, architectural drawing, power mechanics, nursing.
- Music: vocal, instrumental, theory, appreciation, harmony.
- Physical Education
- Driver Education

Vocational Education

Distributive Education is a cooperative vocational educational program designed for students who would like to gain knowledge about skilled trades. The program offered to students in grades 11 and 12, utilizes both classroom learning and on-the-job training as provided by industry. Activities include field trips to businesses and industries, audio visual aids and guest speakers who are specialists in skilled trades.

Middlesex County Vocational High Schools offer courses which prepare students for careers in the community. They are located in Woodbridge, Perth Amboy, and New Bunswick.

STUDENT ACTIVITIES

The aims of a student activity program are: (1) to offer a wide variety of activities to meet the interests of all students; (2) to involve as many students as possible, and (3) to encourage that these activities be student-directed. Since student interests change, the program is capable of elasticity which correlates to those changes. There are service organizations as well as clubs, music, publications and athletics offered at each of the junior and senior high schools. Elementary schools offer activity programs for their students which differ from school to school.

SATURDAY MORNING ENRICHMENT PROGRAM

The Saturday Morning Enrichment Program is for youngsters in grades 2-11. The ten-week program features hobby and pleasure classes, with over seventeen possible courses available. Students are able to enroll in one or two courses. Tuition for the program is $1 per week. Beginning the summer of 1972, this program was expanded to include the summer months.

SERVICES

EDUCATIONAL SERVICES

The educational services offered in the Woodbridge school system do much to enhance the educational programs. Libraries, audio visual aids, guidance programs, psychological teams, summer school and tutoring are only some of the services available to the children of Woodbridge.

Some of the elementary schools have multi-media centers. All of the junior and senior high schools have their own libraries and audio-visual equipment. The Free Public Library of Woodbridge works closely with the school libraries in arranging for films and library trips.

In the junior and senior high schools, guidance counselors are available to aid the students with educational placement, personal problems and social adjustment. When more difficult problems occur, the guidance personnel are aided by the four psychological teams which include a psychologist, social worker, learning disabilities teacher-consultant and speech therapist. The teams function under the direction of the district's Pupil Personnel Department, and are available for consultation at all levels.

Students who need remedial work in basic subjects may obtain it by attending the State accredited summer school. There are approximately forty supplementary teachers who work on a part-time basis within regular school hours with students who need extra help in basic skills to successfully complete their education.

SPECIAL SERVICES

The Woodbridge Township School District provides a wide range of services to children with specialized needs, under Title 18 A, Chapter 46, of the New Jersey statutes.

Children are tested for hearing deficiencies. There is one class for the deaf and two classes for those with hearing deficiencies. Others

receive special help for half hour periods during regular school hours. Hearing specialists are employed by the district.

Children are referred for speech therapy. Specialists visit the schools to conduct individualized programs.

Instruction is available for the neurologically impaired and emotionally disturbed children. The goal is to integrate them into regular classes within two years.

Glen Cove School

In 1968, a school designed to provide the best possible physical and educational facilities for the specialized needs of students within the district was completed.

Glen Cove School, in Sewaren, is unique in its physical and educational design. It successfully integrates an educational program which serves both the regular and handicapped student.

There are eleven classrooms for the 370 children enrolled in the regular school program for the elementary grades.

There are approximately 200 students enrolled in special education classes. Instruction is available for the educable, trainable, deaf, and handicapped. Special facilities are available for crafts, home arts, pool and physical therapy. An individualized program is developed for each student to help him attain his fullest potential. Wherever possible the students are grouped and/or participate with students in the regular educational program.

CAMP PACE

The special education programs do not terminate with the school year. During the summer, academic programs are provided in a recreational setting. Camp Pace was established in 1966 to provide a continuity of education for those children with special needs. It is held at the Glen Cove School with a one week stay at a Pocono Mountain lodge in Pennsylvania.

Individual Instruction

The Board of Education provides instruction for children who cannot attend classes due to illness or injury or those who have a chronic disability which affects the learning process.

Five hours per week are provided at the elementary level and two hours per week per major in high school. The student must be out of school two weeks or more and the request initiated by the parent.

Teachers receive $7.50 per hour, and the Board of Education is reimbursed 50 per cent of this amount by the State.

OTHER SERVICES

Health Care

Twenty-one registered nurses are employed by the School District. In addition, doctors and dentists are retained for physical and dental screening programs.

Children are given physical examinations in Kindergarten, seventh and eleventh grades. Dental exams are provided in the third and eighth grades. Eye and ear examinations, (including audiometer tests) are given in the elementary grades. Problems found are referred to the parents by the school nurse.

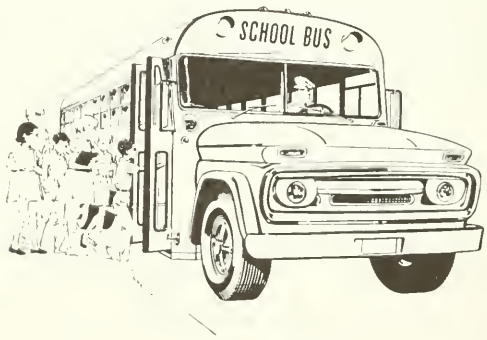
The services of a psychiatrist are available by referral of the building principal.

Eleven of the elementary schools and all of the junior and senior high schools have lunchrooms, with a hot lunch provided as part of the federal lunch program. Ross Street School in Woodbridge is the only elementary school with a hot-lunch cafeteria.

Transportation

Students in the grades K-8 are required to have school transportation if they live two or more miles from school. High school students are offered bus service if they live further than two and one half miles from school. Most of the secondary school students are bused.

Special buses transport the handicapped children to the Glen Cove School and other elementary and secondary schools.



ADULT PROGRAMS

CONTINUING EDUCATION

The Continuing Education Department offers a comprehensive program. It is designed to meet the needs of the adult community. The programs are held at various sites throughout the Township at different times, day and night, for the convenience of residents. Some of the programs include:

Accredited Evening High School: Fully accredited by the New Jersey State Department of Education, the evening high school offers the same basic educational program as the day senior high schools. Pupils may work toward a diploma or enroll in courses for personal use. Classes are held at Woodbridge Senior High School. There is no fee charged if a student is working toward a diploma, other than the $5 registration and $10 book deposit.

Enrichment Program: The purpose of the Enrichment Program (non-credit) is to offer to the community a wide variety of courses intended to help the individual fulfill his leisure time, social and vocational interests. Participation with other adults in classes designed to help share common interests can lead to a richer enjoyment of life. A record 1054 people attended during the 1972 spring semester.

Vocational Education: Programs are provided for out-of-school youths and adults at the Adult Vocational Center in Keasbey. The variety of programs are designed to help individuals enter an occupation, train for more highly skilled trades and technical positions and prepare for new employment.

Adult Basic Education: Free classes are offered for residents desiring to improve their communication skills. English, basic math, consumer education, family living and life skills and reading are stressed.

English As A Second Language: This program is offered to help individuals who speak a foreign language to communicate in English.

High School Equivalency (GED) Diploma: A free program is offered for residents desiring to take the test for a valid high school equivalency diploma. There is no registration fee or course charge.

ADULT LEARNING CENTER

The center, located at Keasbey School (#8), features a Self-Study Laboratory, where students under supervision may select their own study areas. These include a broad program in reading, adult basic education, self-enrichment and high school completion. It is designed to provide self-teaching equipment and materials for adults and out-of-school youth, regardless of educational background. The desire to learn is the only prerequisite.

An adult student may pursue various types of curricula for personal improvement. Such subjects as reading, English, science, social studies and business, for job improvement are available. The subjects range from beginning levels through high school and are geared for adults.

The materials are challenging and unique in that the format is self-instructional programmed type information either in workbook form or by machine. The student works at his own rate, since there are no formal classes. There is no required number of sessions, and each student's schedule is flexible and adapted to his availability. The student can take as much time as he needs to complete his program.

The student receives personal attention through a series of interviews and continuous counseling. Specific needs are ascertained through various diagnostic procedures, and a program is prescribed for each individual based on his educational objectives. A nominal fee is charged.

COLLEGE CREDIT COURSES

On a cooperation basis, the Middlesex County College and the Woodbridge Board of Education offer a limited number of college credit courses within the framework of the Continuing Education program. Registration fee is $2. A tuition fee is charged to county and out-of-county residents.

GOLDEN PASSES

Senior citizens, 55 years and older, who reside in Woodbridge Township, are eligible for Golden Passes. Under the Golden Pass program, sponsored by the Board of Education, senior citizens may enroll in any Continuing Education Department course free of charge. The registration fee is also waived. Senior citizens must show their Golden Pass at the time of registration.

Senior citizens may obtain a Golden Pass at the Administration Building, School Street, Woodbridge or at the Senior Citizens Office at the Health Center, 800 St. Georges Avenue, Woodbridge.

RUNNING THE SCHOOLS

OPERATIONAL PRACTICES

Operating a large district which serves approximately 22,000 students requires consistency in homework, testing and measurements, textbooks and safety practices.

In July 1970, the Board of Education adopted a district wide testing program. Students are evaluated as to their progress at various grade levels, using standardized diagnostic tests.

Regular classroom progress is rated using the following grading system:

Grades 1 - 3	O(utstanding), S(atisfactory), N(eeds Improvement) I(mprovement Shown)
Grades 4 - 6	A B C D
Grades 7 - 9	A B C D F
Grades 10 - 12	A B C D F

Parents are made aware of their child's progress by; report cards, issued four times a year; scheduled parent-teacher conferences at the elementary level; and parent-counselor conferences (by appointment) at the secondary level. Grades are added to the students' cumulative records which also include standardized test scores, personal history and other pertinent information.

Textbooks are provided free of charge to the students. The policy regarding keeping textbooks up-to-date is a five year rotation. Actually however, the budget dictates the rotation of textbooks. Selection of textbooks is made by teachers, department heads and teaching curriculum committees.

Safety is an important part of the School Board's responsibility to its pupils. Fire drills are held on a regular basis of two per month during

the school year. Street patrols, using students and crossing guards are provided at the opening, lunch hour, and closing of school each day. Supervision is provided for the students during noon hours and recesses.

BUILDINGS AND EQUIPMENT

As the fourth largest school system in New Jersey, Woodbridge has been faced with the problem of providing adequate buildings and equipment for its school children. At present, Woodbridge operates 31 school buildings in the daily process of education. Starting with the construction of School Number One in 1876 and continuing through the tremendous building boom of the late fifties and sixties, Woodbridge has continued school construction. Seventeen new buildings and three major additions to existing buildings, have been constructed since 1955.

With the exception of Strawberry Hill School #3, all elementary, junior and senior high schools in the Township have central libraries. All the junior and senior high schools have laboratories, gymnasiums, vocational shops, home arts, art and music rooms. There are football and baseball fields at all junior and senior high schools.

Keeping in mind its relationship with the Township as a whole, the Board of Education, in cooperation with the Municipal Recreation Department, utilizes the playgrounds and indoor facilities of the schools.

FINANCING SCHOOL OPERATIONS

One of the biggest problems facing any community is providing adequate financing for the education of its children, with Federal, State and miscellaneous sources providing only 20 percent of school expenses, Woodbridge must find the remaining 80 percent in its township coffers. The budget is organized to provide as many of the necessities as possible as required by State law and pupil need.

Total School Budget by Percent (1970)	
Administration	2.4
Instruction (teachers' salaries)	63.4
Health Service	1.5
Transportation	3.9
Operation (Utilities, etc)	7.3
Maintenance	1.6
Books and supplies	2.8
Payments to other districts	.2
Food Service	.1
Sports/other student activities	.8
Special Projects	1.0
Capital Outlay	.9
Debt Service	10.4
Fixed Charges	3.7

The school budget is the joint responsibility of the Board of Education and the citizens of Woodbridge, specifically the voters. Preparing and adopting a budget is one of the most important aspects of the work of every Board of Education. Printed copies of the proposed budget are available to the public and by law at least one public hearing must be held before the vote in February.

Budget Sections

The budget consists of three sections: current expenses, capital outlay, and debt service. Current expenses include salaries and the cost of daily operation of the school system. This is the major portion of the budget. Capital outlay includes cost of sites, new buildings, additions, improvements, furniture and equipment other than replacement. Debt service includes repayment and interest on funds borrowed by the School District. The issuance and sale of bonds for the construction of new buildings and for other major undertakings must be authorized by voters at a special election for such a purpose. At the annual election, voters vote separately on the current expense and capital

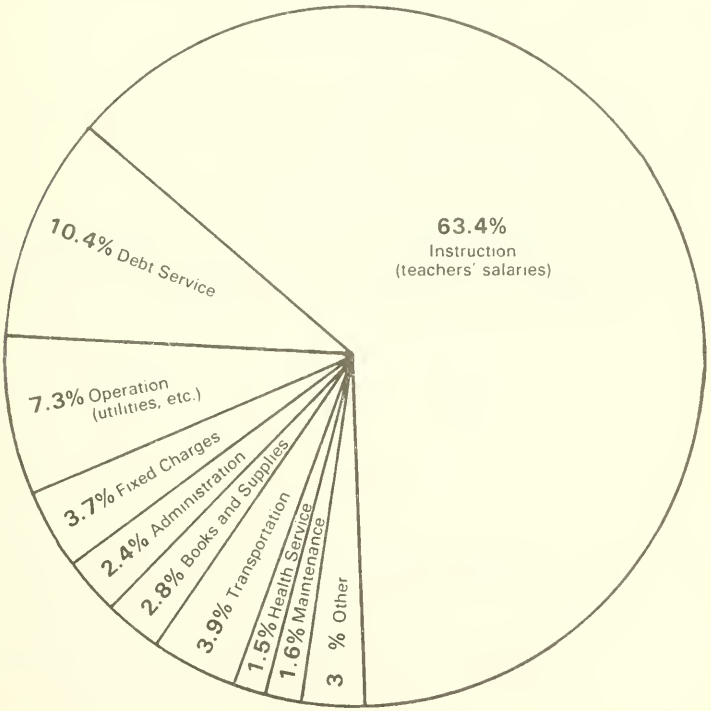
outlay sections of the budget. The debt service section is not voted on separately because the expenses are determined by the extent and terms of prior borrowings.

Spending the Budget

The Board of Education approves and authorizes school expenditures. The Assistant Superintendent for Business Affairs is appointed to help carry out all business and non-educational functions of the school system.

All requests for purchases by school personnel are sent through the building principal to the central purchasing department in the Board offices.

If the request is for a non-biddable item, and approval is given by the Board, a purchase order is issued. If it is for a biddable item, public receipt of the request and opening of bids are done at regular Board of Education meetings. After acceptance and approval by the Board, the Assistant Superintendent for Business Affairs takes over further handling of the purchase.



DISTRIBUTION OF SCHOOL BUDGET BY PERCENT

SCHOOL AND COMMUNITY

As of January 1972, there were 43,080 registered voters in Woodbridge Township. Of these 5,904 voted in the last school board election and 3,040, voted on the 1971 school bond issue, which provided maintenance funds for the schools.

The average number of citizens at the Board of Education meetings is 65. The average number attending school budget hearings is 35.

The school budget is available to the public and may be obtained at the Administration Building, School Street, Woodbridge. A special mailing outlining the budget proposal is mailed to each resident.

A report of the Board of Education meetings is furnished to the public through press releases. Reporters attend all public meetings of the Board of Education. The Board of Education President has a regular column in the weekly shopper, *The Atom Tabloid.*

Parents and teachers participate in P.T.O., P.T.A. or The Home and School Association. The objectives of these organizations are to promote the welfare of the children and to promote better cooperation between the home and school.

ELECTION CALENDAR

Primary Election Day

First Tuesday in June

Before the Primary Election

40 days — last day to register
last day to file petition for candidacy

April 15 — appointment of district election boards

May 15 — certified list of polling places prepared

Second Tuesday — appointment of challengers

7 days — last day to apply for absentee ballot by mail to county clerk
sample ballots mailed to all registered voters

After the Primary Election

First Monday — annual meeting of municipal committee

First Tuesday — annual meeting of county committee

June 17 — county board must submit to Secretary of State a plan of evening registration for fall

General Election Day

First Tuesday in November

Before the General Election

51 days — Secretary of State certifies names of candidates to the county board

40 days — last day to register

Second Tuesday — appointment of challengers

7 days — last day to apply for absentee ballot by mail to county clerk
sample ballot mailed to registered voters

After the General Election

January — newly elected officials take office

Board of Education Election Day

Second Tuesday in February

Before the election

40 days — last day to register
last day to file petition for candidacy (by 4:00 P.M.)

8 days — last day to apply for absentee ballot by mail to Secretary to Board of Education

After the election

First Monday — organization meeting of new Board of Education

Fire Commissioner's Election Day

Third Saturday in February

APPENDIX B

PUBLIC SCHOOLS

Elementary Schools

Mawbey Street School ..... No. 1
Woodbridge

Outlook Avenue School ..... No. 2-16
Colonia

Strawberry Hill School ..... No. 3
Woodbridge

Avenel Street School ..... No. 4-5
Avenel

King George Road School ..... No. 7
Fords

Port Reading School ..... No. 9
Turner Street

Hopelawn School ..... No. 10
Clyde Avenue

Ross Street School ..... No. 11
Woodbridge

Sewaren School ..... No. 12
Sewaren Avenue

Ford Avenue School ..... No. 14
Fords

Pershing Avenue School ..... No. 15
Iselin

Inman Avenue School ..... No. 17
Colonia

Indiana Avenue School ..... No. 18
Iselin

Menlo Park Terrace School ... No. 19
Maryknoll Road

Claremont Avenue School .... No. 20
Colonia

Oak Ridge Heights ..... No. 21
Inman Avenue, Colonia

Lynn Crest ..... No. 22
New Dover Road, Colonia

Woodbine Avenue School ..... No. 23
Avenel

Kennedy Park ..... No. 24
Goodrich Street, Iselin

Lafayette Estates ..... No. 25
Ford Avenue, Fords

Benjamin Avenue School ..... No. 26
Iselin

Pennsylvania Avenue School .. No. 27
Colonia

Glen Cove School ..... No. 28
Old Road, Sewaren

Junior High Schools

Avenel
Woodbine Avenue

Colonia
Delaware Avenue

Fords
Fanning Street

Iselin
Woodruff Street

Woodbridge
Barron Avenue

Senior High Schools

Colonia
East Street

J.F. Kennedy
Washington Avenue, Iselin

Woodbridge
Kelly Street

APPENDIX C

PAROCHIAL SCHOOLS

Our Lady of Peace
New Brunswick Avenue
Fords

Our Redeemer Lutheran School
28 4th Street
Fords

St. Anthony's School
West Avenue
Port Reading

St. James School
341 Amboy Avenue
Woodbridge

St. John Vianney School
420 Inman Avenue
Colonia

APPENDIX D

PLACES OF WORSHIP

AVENEL

Central Baptist Church
31 Thorpe Avenue

Congregation B'Nai Jacob
380 Lord Street

First Presbyterian Church
621 Woodbridge Avenue

St. Andrew's R.C. Church
248 Avenel Street

FORDS

First Presbyterian Church
97 Hoy Avenue

Lutheran Church of Our Redeemer
28 Fourth Street

Our Lady of Peace R.C. Church
Amboy Avenue

St. John's Episcopal Church
97 Hoy Avenue

St. Nicholas G.C. Church
15 Second Street

Wesley Methodist Church
1030 Woodbridge Avenue

COLONIA

First Baptist Church
37 Walnut Street

St. John Vianney R.C. Church
420 Inman Avenue

Temple Beth Am
220 Temple Way

HOPELAWN

Church of Jesus Christ
393 Florida Grove Road

Most Holy Rosary R.C. Church
Florida Grove Road

SEWAREN

St. John's Episcopal Church
498 Cliff Road

ISELIN

Assembly of God Church
184 Cooper Avenue

Congregation Beth Sholom
83 Cooper Avenue

Cong. of Jehovah's Witnesses
73 Edward Street

First Presbyterian Church
1295 Oak Tree Road

St. Cecelia's R.C. Church
1300 Oak Tree Road

PORT READING

St. Anthony's R.C. Church
436 Port Reading Avenue

WOODBRIDGE

Congregation Adath Israel
424 Amboy Avenue

First Baptist Church
Neilson Street

First Congregational Church
58 Grove & Barron Avenues

First Presbyterian Church
600 Rahway Avenue

Hungarian Reformed Church
94 James Street

Our Lady of Mt. Carmel R.C. Church
267 Smith Street

St. James R.C. Church
145 Grove Street

Trinity Episcopal Church
Trinity Lane

Woodbridge Gospel Church
123 Prospect Avenue

Woodbridge Methodist Church
71 Main Street

FOR YOUR INFORMATION

Municipal Building 634-4500

Police 634-7700

Fire Departments

District 1 Woodbridge-Sewaren 634-0046
District 2 Port Reading 634-7700
District 4 Keasbey 738-1100
District 5 Avenel-Colonia 634-7700
District 7 Fords 738-1100
District 8 Hopelawn 738-1100
District 9-11 Iselin 283-1600
District 12 Colonia 634-7700

Woodbridge Health Center 634-4500

Central Jersey Regional
Air Pollution Agency 634-0290

HOTLINE 634-5100

Poison Control ..... 442-3700 Ext. 374

Emergency Medical Help ..... 442-3344 or 826-1313

First Aid Squads

Avenel-Colonia 634-7700
Colonia District 12 634-7700
Hopelawn 634-7700
Iselin 634-7700
Port Reading 634-7700
Fords-Keasbey 738-1100
Woodbridge-Sewaren 634-0215

Free Public Library of Woodbridge

Main Library 634-4450

School Administration Building 636-0400

Public School Sessions

Kindergarten A.M. — 8:50 - 11:20 A.M.
Kindergarten P.M. — 12:45 - 3:15 P.M.
Elementary Schools: 8:50 - 11:45 A.M. 12:45 - 3:15 P.M.
Junior High Schools: Open 8:40 A.M. — Dismiss 3:30 P.M.
Senior High Schools: Open 7:45 A.M. — Dismiss 2:35 P.M.

Emergency School Closings

WCTC (1450) — every 10 minutes beginning 6:00 A.M.
WOR (710) — 6:15 A.M. and 7:15 A.M.

Woodbridge League of Woman Voters ..... **P.O. Box 213, Woodbridge**

a guide to Woodbridge Township
published as a service to the community by the
League of Women Voters of Woodbridge Township, New Jersey